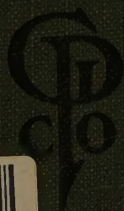


WORD AND SENTENCE  
DRILLS  
*for Gregg Shorthand*



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# WORD AND SENTENCE DRILLS FOR GREGG SHORTHAND

*Anniversary Edition*

BY

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## PREFACE

THE chief purpose of "Word and Sentence Drills" is to provide constructive work on the various principles for students of Gregg Shorthand. This work is presented, first, in the form of words that can be written under given principles, taken up progressively to correspond with the chapters of the Gregg Shorthand Manual, Anniversary Edition. The lists of words in each chapter are followed by a series of graded sentences and letters, involving words that must be constructed from principles, brief forms, and phrase forms. The book is designed to supplement the Manual by furnishing sufficient drill on each principle to give the student skill not only in the application of the rule, but in the handling of a comprehensive vocabulary that will be of great value to him in dictation on new matter.

The book has been arranged carefully for easy reference. Each list is introduced by a reference to the paragraph number of the Manual in which the principle is presented, followed by a summary of the rule or principle, so that the teacher can make selections for assignment or practice without confusion or loss of time. It is also arranged so that teachers may make assignments from the lists or sentences in convenient units to meet varying conditions.

In selecting the word lists in "Word and Sentence Drills," first consideration was given to their value in *developing word-building power*, but at the same time their importance as a contribution to the student's permanent, useful working vocabulary was a factor that received careful thought. As a result, the lists of words and sentences will be found to be of great utility in laying the foundation for early dictation.

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## HOW TO USE "WORD AND SENTENCE DRILLS"

**To the Teacher.** It is suggested that the words, sentences, and letters be assigned in convenient units for home or class work, to follow the study and practice of a corresponding section of the shorthand Manual. For example, after developing the rule for joining circles inside of curves, the list of words coming under this principle may be utilized to great advantage—first, in testing the students' knowledge of the principle, and, second, in furnishing execution and dictation drills after the shorthand forms have been corrected. The correct outlines for the words may be placed on the blackboard, and corrections made by the students, or papers may be exchanged and corrected by other students—or any other method that is deemed best may be followed. As the book contains an abundance of material—probably more than can be used with any one group—it will be necessary to arrange assignments to conform to conditions.

**To the Student.** The ability to write words from principle—that is, by applying the rules of the system promptly and correctly to any word encountered—is the surest road to shorthand skill. There is no substitute for this ability. "Word and Sentence Drills" provides material to assist you in developing that ability. The drills are supplementary to the Manual, and should be used only after you have studied and practiced the corresponding sections in the Manual.

Before writing any list of words refer to the Manual and review the rule or rules covering the particular list of words you are to write. This is to refresh your memory of the application of the rule. One of the chief sources of errors on the part of students is due to insufficient preparation on theory. The Manual illustrates every principle clearly and definitely. If you study these intelligently, you will make but few mistakes—and these ought to occur only when the question of individual judgment arises.

When you feel confident that you have a thorough understanding of the rule or rules, close your Manual and write the words in the list, applying the principles as correctly as possible. In doing this, reason out each outline. Go over it element by element to check it for errors. If you find an error, rewrite the word carefully. Try to use your judgment.

After writing your assignment, do not rewrite or practice the words until they have been checked and the correct outlines furnished by your teacher. The sentence drills and letters, after correction, should be written from dictation until high speed in writing is acquired.



# WORD AND SENTENCE DRILLS

## CHAPTER I

### UNIT 1

#### THE FORWARD CHARACTERS

(The page and paragraph numbers cited refer throughout to the *Gregg Shorthand Manual, Anniversary Edition.*)

1. Page 5, paragraph 11. Circles joined to single curve—inside the curve:

ache	hack	egg	hag	gay	eke
key	air	ray	airy	array	Harry
ear	Erie	hear	era	ail	lay
alley	allay	eel	heal	lee	hilly

2. Page 5, paragraph 12. Circles joined to single straight line—right motion:

aim	may	ham	him	me	hymn
aid	had	day	add	head	heed
eat	heat	hit	tea	hen	knee
ate	hate	hat	eight	Ada	Anna
Emma	Hannah	Hattie	Amy	Etta	Eddie

#### WRITING PRACTICE ON UNIT 1

1. The good air will aid him.
2. The hack will not go in the alley.
3. Can Emma hear me?

4. A good aim will aid her in hitting the tree.
5. I am ill; I cannot eat the egg.
6. Hattie hid the key in her hat.
7. The hen will lay an egg.
8. A day here in the air will aid an ailing head.
9. I can go in the hack in an hour.
10. He will not heed her, will he?
11. I cannot eat more ham; I am ill.
12. A day in the good air here will heal her earache.
13. The tea tray lay in the alley there an hour.
14. I hate the eating here in Erie.
15. May Etta go in the hack in an hour?
16. Are there more going in the dray?

## UNIT 2

3. Page 7, paragraph 14. Circles between strokes—outside the angle:

(a) Between two straight lines:

made	maid	mead	mate	meat	met
need	needy	knead	net	neat	knit
tame	tan	team	tin	deem	dean
dim	den	dame	Ned	Dan	Nat

(b) Between two curves:

rare	rear	rail	rally	relay	reel
leer	lair	lily	trail	drill	realm
cake	kick	gag	gig	keg	kicked

(c) Between a curve and a straight line or the reverse:

came	cane	keen	game	gain	calm
cat	cattle	kit	kettle	get	gate

rain	rainy	train	drain	rim	trim
dream	drama	arraign	lain	lane	lame
lean	limb	limit	lamb	Allan	ream
make	knack	neck	nag	nick	naked
dale	tale	tail	tally	tarry	nail
knell	kneel	meal	mill	merry	marry

4. Page 7, paragraph 15. Circles between straight strokes and curves without an angle—inside the curve:

rate	rat	rattle	raid	red	ready
read	arid	riddle	tread	writ	treat
lad	laid	lady	lead	led	late
treaty	take	tack	tacked	tact	taken
tick	attic	tag	deck	decay	dig

5. Page 8, paragraph 17. Between two straight lines in the same direction, the *circle* is written with the right motion:

mean	main	maim	mamma	inane	man
deed	dad	tattle	enemy	linen	Teddy

6. Page 8, paragraph 18. Between opposite curves, the circle is turned back on the first curve:

kill	keel	kale	gale	galley	gear
rake	drake	rack	track	wreck	trick
rag	drag	lake	lacked	lackey	lick
leaky	lag	leg	league	derrick	tricked

7. Page 8, paragraph 19. *Kr* and *gl* combinations:

acre	maker	decree	crane	cram	crate
cradle	cream	creed	cricket	taker	acid
eagle	glee	glen	gleam	gleam	glare

8. Page 9, paragraph 20. *Gr* and *kl* combinations:

gray	grain	granite	green	grim	eager
greed	greet	clay	clan	clam	clean
clinic	tackle	tickle	dagger	digger	cackle

9. Page 9, paragraph 21. *Rk* and *lk* combinations:

ark	arcade	mark	marked	dark	milk
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10. Page 9, paragraph 22. The signs for *th*:

thick	thicket	theme	teeth	thin	lath
wrath	myth	kith	hath	death	Edith

## BRIEF-FORM SENTENCES—UNIT 2

## Page 10, paragraph 23:

1. I will not be there without you.
2. Was he there at that hour?
3. It was great to be with them.
4. They cannot go there without you.
5. There are more than that to go in there.
6. You will be with them, will you not?
7. He will be going by at that hour.
8. I am not going there without you and them.
9. He was not good to them.
10. This is the end of it.

## WRITING PRACTICE ON UNIT 2

1. At the rate the train is going it will be an hour late.
2. The lady will not take the ready-made hat that was in the rack.
3. He married the lady he had met in the Erie train.
4. The team will not be ready to go in the game without the head man leading.
5. Harry met them at the meeting of the league.

6. The train was wrecked by a cracked rail.
7. It was a dark, dreary, and rainy day, but the relay team ran.
8. Mary will not take her red hat to the game in the rain.
9. Will you get the main data ready by the middle of May without delay?
10. Will Henry get me a ticket? I am going to the league game too.

Dear Sir:

Would your head man be willing to meet our team at the train at eight? I am ill and cannot go with them, but they can get ready without me. He can lead them to the arena. Mr. Allen will be there without delay in a day. I will then meet him and the team by the middle of May.

I desire you to make our team go the limit in this game. Make them eager to lead and not to trail in the game.

Yours truly,

Dear Sir:

There will be a meeting with the head man of the linen mill in a day. I can get all the main data ready to allay his dread of an attack in the market. I desire to meet you and take you with me to this meeting.

Yours truly,

## UNIT 3

### BLENDED CONSONANTS

11. Page 12, paragraph 26. The blended *ted*, *ded*, *det* formed by blending *d* and *t*:

heated	hated	aided	added	edit	rated
needed	traded	related	elated	treated	today



12. Page 12, paragraph 27. *Men, mem* formed by blending *m* and *n*:

men	many	money	month	lemon	meant
minute	immense	mend	layman	alimony	acrimony
amen	mimic	memory	mental	minimum	remain
emanate	eliminate	Tammany			

### BRIEF-FORM SENTENCES—UNIT 3

Page 14, paragraph 29:

1. Is there any truth to what he did?
2. I would like to go with them to the country.
- 3. Is it your desire to go without them?
4. They were with him when he was there.
- 5. That our country is great is the truth.
6. What time was it when those other men came in?
7. Will you remain here all the time?
8. You can take a little more time to get there.
9. Can you meet them at any other time?
- 10. When did he come into this country?
11. He could not go with them to the country.
- 12. They did not like the date when they were to meet.
- 13. Where was he all this time?
14. He will not go to any other country but his.
15. By the time they come here, it will be too late.

### WRITING PRACTICE ON UNIT 3

1. They traded with that mill more than a month.
2. All the money coming to him will be ready in a month.
3. The mill was well rated by all the men that traded with them.
4. What is the minimum train rate in going to Gary?
5. The need of ready money will make many men go into debt.

6. A good memory when reading will make any tale remain with you.

7. More money is being made in the grain market today than at any other time.

8. A good deed by any man will be mimicked by many other men.

9. The main truth of his tale was being attacked by his enemy.

10. Those that meant to go with you did not come in time.

11. All the data are in hand and will be ready when you go to the market.

12. Our team will be greeted at the train by many men.

13. There is a limit to the time and money you can get at this mill.

14. More time to get into trim is what our track team needed.

15. He will be elated with the truth of the tale.

16. Today is the end of this month.

### GENERAL EXERCISE ON CHAPTER I

addle	drill	hatred	greet	camera	clad
acme	arena	hamlet	clean	clinic	cremate
alamity	acid	crane	clam	cackle	caddy
allayed	arcade	creed	crate	claret	cradle
arrayed	arrear	cream	cram	clammy	caked
attic	hackney	earache	canny	marine	lyric
cricket	dream	enigma	greed	malady	narrate
kettle	dread	ticket	glee	marked	natty
kilt	dreary	etiquette	Greek	Malay	gnarl
✓ kiln	drain	gala	giggle	mallet	Nellie
akin	drake	giddy	garret	married	naked
dairy	helm	agate	guinea	millet	nick
dallied	helmet	gleam	inhale	meddle	rainy
derrick	harem	heady	ladle	middy	riddle
decree	Helen	grim	limb	mêlée	realm
drama	headache	granite	legatee	melt	wrecked

**SPECIAL DRILLS ON BRIEF FORMS AND PHRASES—  
CHAPTER I**

(Including pages 1, 10, and 14)

1. Did any of them go with you to the country?
2. The truth is that they could not come with you.
3. Where were you at the time he was there?
4. What little he did was great.
5. It was good of you to come with them.
6. When did they come into this country?
7. You can be there at any other time you like.
8. What my country did was great.
9. I like the truth of his going without them.
10. All of them will be there when you come in.
11. It will be great when you and I can go into the country.
12. Those of you that like a little more time can get it.
13. By the time you come, it will be too late to go with them.
14. Was he with you when you came here an hour ago?
15. Is there any truth to the tale that he is coming to this country?
16. I did not like the date and time when they were willing to meet with you.
17. What time of day was it when you were going to the market?

**WRITING PRACTICE ON CHAPTER I**

1. The lame marine will read the tale in the arena.
2. The greedy lad ate the cream cake in the attic.
3. The deacon would not take the rickety hack at the mill.
4. May Harry take the camera in the train?
5. The lad hit the gray cat in the leg.
6. The crack in the rail wrecked the train at Gary.
7. Henry would not get the hat in the creek where it lay.
8. The enemy may raid the train in the dark at any minute.
9. Ellen met Harvey at the late Erie train today.

10. The lady made the lamb go in the lane.
11. The team may drill in the alley all this month.
12. Ray had a good meal at the grill with him.
13. The creek will drain the lake.
14. The caddy would not read the tale.
15. The eagle will kill the wren.
16. The ragged lad will get the clean linen he needed.
17. Kate would not make the tea in the agate kettle.
18. The cat ate the cream in the dairy.
19. The ill lady will need the tea in an hour.
20. Ned will take Edna in the gig.
21. Lay the clean linen in the attic.
22. The team cannot drag the rickety dray into the arena.
23. The wrecked train lay in the creek a month.
24. He would not eat the cake Millie made.
25. The granite kettle may leak and I cannot mend it.
26. I will not mark the meal ticket without any money.
27. He will get the hat in the rack where the other is.
28. The cat ate the lean meat in the tray and liked it.
29. The league team will meet here in an hour.
30. Will Henry go in the dray?
31. Harry will not lead the raid with the other men.
32. The Erie train came in an hour late today.
33. The merry tale made the ill lad grin with glee.
34. The enemy may gain the hill in the dark.
35. Ray will get the camera in the train.
36. I will meet him at the gate at the time meant.
37. I am here in the dairy all day, and you may come in any time.
38. He will not clean the deck.
39. Can he hit the mark?
40. The grain will need more rain.
41. May the lad take the dray in the alley?
42. The cat would not eat the rare meat that was meant for it.
43. A lady clad in gray will take the ticket at the gate.

44. The man related the tale without any mental dread.
45. The team needed more training in attacking and tackling.
46. I will take the Erie limited train today.
47. At the end of the game the other team was trailing our team.
48. Take a little more time to get the data in hand by the time you are ready to go.
49. What could the lad do with the little mental training he had?
50. Henry cannot have the acre graded well without money.

Dear Sir:

The market today is in the hands of the great money men of the country. Little is traded in by any other men but those in there. What is needed is a minimum rate that all alike could get without any delay.

Our mill is ready to go the limit in getting a money rate that would aid all.

Would you be eager to go in with me? When you are ready with all data, I will meet you any time you like.

Yours truly,



## CHAPTER II

### UNIT 4

#### THE DOWNWARD CHARACTERS

13. Page 18, paragraph 34. The downward characters joined to forms containing forward strokes:

camp	cramp	lamp	clamp	tramp	ranch
wrench	trench	range	grange	clench	harp
drench	cringe	lynch	help	clinch	Ralph

#### CONSONANT COMBINATIONS

Page 19, paragraph 37. *Pr* and *pl*—in writing, start to the left:

pray	prayed	prayer	prate	prattle	prim
prelate	pretty	plea	plead	pleaded	play
plate	platen	plan	plain	planet	plague

14. Page 19, paragraph 38. *Br* and *bl*—in writing, start down:

bran	brain	braid	braided	bread	brim
brick	break	brake	brag	breed	breath
bleed	bled	blame	blade	bray	blare
black	blacken	blacking	bleak	bleat	blanch

15. Page 20, paragraph 39. *Fr* and *fl*—in writing, the angle is rounded to give fluency:

fray	free	freed	freak	fret	frame
frail	freckle	Fred	French	fringe	freeman

flee	fleet	flay	flare	flat	flame
flag	flake	flange	flannel	flicker ✓	finch

16. Page 20, paragraph 40. How circles are joined to the *downward* characters:

(a) At the beginning or end of curves, the circle is placed *inside* the curve:

ape	apt	happy	happen	hip	heap
pay	peal	appeal	apple	pale	palate
par	park	perch	abbey	able	bale
bear	berry	bier	bar	bark ✓	birch ✓
if	half	heave	even	cave	calf

(b) At the beginning or end of straight strokes, the circle is written with *right* motion:

ash ✓	hash	each	etch	itch ✓	hitch
hatch ✓	age	edge	hedge	she	jay

(c) Where an angle or a point is formed at the junction of consonants, the circle goes *outside* the angle:

(1) Between *two* straight lines forming an angle:

chin ✓	cheat	chat	chain	shin	sheen
sheet	shed	shad	shade	sham	shame
gem	gin ✓	jet	jam	jade	Jeannette
match ✓	mash	midget ✓	mesh	niche	gnash ✓

(2) Between two curves that form an angle:

peep	papa	paper	pepper	baby	fifty
fair	fairy	affair	fear	ferry	fell
felt	fail	vale	avail	valley	film
valid	vary	varied	fig	fickle	figure
vague	reef	brief	grief	raft	graft
rave	brave	grave	live	leave	lava

cliff	cleave	rip	wrap	drape	Arab
crib	trip	flap	back	pick	cape

(3) Between a curve and a straight line or the reverse:

page	patch	peach	beach	badge	batch
fish	fetch	rash	crash	fresh	flesh
lash	flash	reach	reached	preach	rage
ridge	bridge	dredge	leech	bleach	ledge
pledge	chap	Jap	sheep	shape	shabby
chaff	chief	shaft	shift	sheaf	shave
shack	shaggy	check	jig	Java	cheap
pane	pen	panic	pinch	beam	balm
bench	bit	bid	bat	abate	bane
bait	beetle	taffy	deaf	daft	navy
fit	fame	finish	finished	vain	evade

(4) When straight strokes and curves join without an angle, the circle is placed inside the curve:

cash	catch	kitchen	cage	gauge	gash
chill	chilly	cherry	shell	Shelley	shark
sharp	shirk	shirked	shellac	charade	shelf
jail	jerk	jerked	jelly	jilt	giraffe

(5) Between opposite curves, the circle is turned back on the first curve:

beef	affle	bevy	pave	fib	Phoebe
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### BRIEF-FORM SENTENCES—UNIT 4

Page 21, paragraph 41:

1. If you go to the game, I should like to go with you.
2. Will you come over before you go there?

3. I shall not be there before the time when all the other people come.

4. After you put in a little more time you will have good form.

5. Everyone in this country has been there before this time.

6. The people will get every little change in the market.

7. Which one of you was there before the time for going into the market?

8. I have been here for an hour, but not one change was made in the shipping form.

9. If there is any more truth in what he did over there, I should like to hear about it.

10. Most of the people here have come from other countries.

11. When you have any more like those, put them into bound form.

12. Never go after anyone for the truth, but have them come to you all the time.

13. I was there all the time but most of the people would not come over.

14. I shall ship what little I have to any other country where this is needed.

15. The little ship in which I was going with all the other people was bound for the other market.

#### WRITING PRACTICE ON UNIT 4

1. The meal was ready for papa over an hour.

2. Before the rain I would pitch the fresh hay in the shed.

3. The fresh-air camp will get much help from the parish.

4. He may fish every day, but I fear he will never catch any fish in the creek.

5. You may give Ralph the brief about the change in the ferry shift.

6. Every affair will be a help for the cripple camp in the country.

7. I shall not need the heavy jacket today, for it will not rain.

8. The little baby is bound to be happy in the crib.
9. I have the data in which the appeal for the knave will be made.
10. I shall have the people vacate the flat before the heavy beam will break.
11. Jane may have half an apple if she will leave a peach for the shabby lad.
12. I shall pay for the ticket at the gate, for the game may not be played in the rain.
13. The brave chief will meet the chaplain from the parish.
14. Will you ship the grain which I need for the cattle in the valley?
15. The knave made a brave appeal, but it was all in vain.
16. The train will leave the ferry at every hour in the day.
17. I shall pay for the ticket in cash, for he cannot take a check.
18. The trip which I plan for Mr. Harvey will be brief.
19. The heavy rain will be good for the little peach tree.
20. The cab may shake the bridge, but the heavy beam will not break.
21. His memory of the affair may be vague, but it will help his appeal.
22. I fear the delay in the train may make him late for the play.
23. He need not fret about the trip, for the train cannot leave the rail.
24. You should wrap the gift for Jeannette in green paper.
25. An aide from a French trench will lead the brigade at the fair.
26. The enemy will pitch the camp in the valley and remain for a month.
27. The men at the factory will come back for the fair at the market.
28. The happy baby can play in the crib for an hour.
29. If the train will leave the game on time, he will be able to finish his trip.
30. The pretty red hat will make the baby feel happy.
31. If he will put the appeal in good shape, it will reach the laboring people.
32. He will cash the check, but he will not pay the fee.



33. I shall not be able to cash the check for money, even if I have an hour at the market.

*L* 34. She will help me plan the paper after the men leave the factory.

35. If I can finish the paper before the ship will leave, I shall go too.

*R* 36. If the check can reach me today I shall get the minimum market rate.

-37. He need not pay cash for the finished form, for a check will be taken by the factory.

38. Fair play is needed in every game in which our men play.

39. The brief about the plan for a free market reached Mr. Page before he left for the trip.

*Re* 40. The relief ship will leave the country before any help can come from the navy.

41. She finished the hat in the felt factory.

42. She felt very well after she had finished a trip to the country.

43. I fear I shall not be able to cash every check given at the fair.

Dear Madam:

Our factory is planning to put a range before the people in about a month that will eliminate all labor.

An even flame in it will bake good bread and will help you get a meal ready in very little time and without much fretting.

If you can come over to the factory any day when you get back from the country, you will be able to check the truth.

I feel that you will be happy and elated to get one for your flat. You need not pay for it all in cash. One-half of the money will be taken before the range can leave the factory, and what is remaining may be met at the end of the month.

Yours truly,

#### GENERAL EXERCISE ON UNIT 4

abridged	balmy	ferret	gravy	napkin`	shriek
achieved	ballad	Fanny	gape	pallid	shrill

Alfred	clinch	French	hatchet	parish	shaggy
afresh	clinched	frappé	hemp	pledged	shrimp
avenge	clamp	freckle	Harvey	parched	tablet
break	cliff	frayed	giblet	Philip	tramp
bracket	chafe	flail	jacket	prairie	trench
Blanche	chatty	fiddle	jetty	pretty	vein
bread	cripple	frill	Jerry	prelate	vary
bark	cravat	flabby	jerked	planet	veer
bleak	chagrin	graft	leash	wretch	vacate
brigade	felt	grange	maple	shackle	villa
chamber	chapel	freshmen	harbor	sharp	tariff

## UNIT 5

## THE SIGN FOR S

17. Page 23, paragraph 49. Initial and final *s*. Before and after *p*, *b*, *r*, and *l*, and after *t*, *d*, *n*, *m*, and *o*, the *left s* is used:

Joined to *p*, *b*, *r*, and *l*:

spray	spree	spread	sprain	spare	spade
spear	split	splash	spleen	asp	sap
sips	pays	paste	appeased	reaps	leaps
elapse	eclipse	pace	space	base	abase
bees	abyss	Arabs	cabs	busy	saber
race	erase	trace	terrace	peers	fares
dress	mercy	phrase	bazaar	praise	crazy
affairs	series	serene	grass	graze	raze
seals	silly	sales	salad	assail	celery
silk	sell	sells	less	lace	lazy
slay	slap	sleepy	asleep	sledge	slash
class	lease	palace	ails	salary	alas

After *t*, *d*, *n*, and *m*, left *s* is used:

tease	days	knees	mass	eats	leans
adds	needs	niece	miss	heeds	aims
nets	palms	calms	lambs	chains	glance
evince	chance	dance	amass	fence	France
ladies	raids	hence	immense	beams	mends

The right *s*:

safe	safety	face	efface	preface	chiefs
phase	vest	paves	sphere	fees	safes
stay	stab	staff	stave	steel	stress
stretch	stray	straps	set	city	cities
settle	set	said	sedate	seedy	seats
snap	snails	snakes	snatch	sniffs	snaps
seen	scene	cement	since	senate	sense
same	seems	stage	stiff	stick	sash
sashes	ashes	lashes	gashes	chess	cheese
chase	catches	latches	matches	pitches	riches
sage	sages	ages	bridges	pages	badges
ledges	hedges	sieges	Jessie	sketch	skin
skate	scale	scaly	sickle	sick	scab
scare	sack	case	skid	skiff	scrape
scrip	screen	scream	scratch	peaks	checks
cakes	rakes	bricks	makes	keys	kiss
sag	gas	guess	guest	tags	keys
legs	gags	figs	rigs	lags	flags
as	has	ace	hiss	see	ease
easy	say	essay	assay	sees	essays
these	season	asset	acid	assets	acids

18. Page 26, paragraph 51. *S* between strokes:

cask	casket	task	mask	desk	risk
cast	vast	guest	taste	paste	visit

grasp	clasp	chest	pressed	classed	raised
least	leased	basket	vestry	trespass	chasm
mist	accede	ransack	wrestle	castle	mason

19. Page 26, paragraph 52. The *ses* sign:

basis	faces	vases	races	places	praises
masses	teases	lenses	fences	leases	spaces
palaces	guesses	cases	lapses	gases	ceases
Frances	lasses	tresses	sneezes	erases	chances
traces	senses	census	analysis	thesis	laces

20. Page 27, paragraph 55. Plurals of brief forms:

causes	desires	systems	businesses	bounds	changes
ships	forms	parts	hours	goods	times
markets	ends	works	favors	matters	peoples
dates	comes	others	countries	truths	

**BRIEF-FORM SENTENCES—UNIT 5**

Page 27, paragraph 53:

1. What is the matter with this system?
2. He says that the people are against the public markets.
3. Business in this country is favored under such a system of marketing.
4. Before you put your work in bound form you must first publish a part of it.
5. Most of the people favor some market where one can go for more goods.
6. The first thing is to go over the work thoroughly.
7. You will be very thorough in this system if you will work a little more.
8. When you come to this part of the work you must always think it over thoroughly.
9. A part of this system will be published again in some other form.

10. When you go into this work thoroughly you will not have any cause for changing to any other system.

11. The first time he did this work it was without much form and system.

12. There are some people that are again in favor of some other system of marketing for this country.

13. I shall not be there in time for the business matter, because I shall then be very far from this country.

14. I think such systems are always favored by a great part of the public.

15. He has still some time to go after the truth of this matter.

### WRITING PRACTICE ON UNIT 5

1. I think I shall have the ladies' fans ready in time for the bazaar.

2. When training for a race, one needs many hours of sleep and fresh air.

3. All the city lads will be met at the pier when they come back from the country.

4. Such scenes as I gazed at in the other countries, I have never seen here.

5. I have my fears for the safety of the ship sailing for France.

6. The city must affix its seal to all public business papers.

7. They will settle their affairs before the case is taken for an appeal.

8. If you will not cease studying there will be no cause for changing your work.

9. The factory will sell the steel rails to you if you will pay cash for them.

10. The palace is on the terrace not far from the city gates.

11. In this case, I think the sales are not in our favor.

12. He said he would read the tale about the siege of Paris some day in the class.

13. He will save his money for a trip to Venice this coming season.



14. She cannot efface the trace of the acid from the brass rails.
15. Mr. James Bailey said he would have some business in the city before he could see his classmates.
16. In his essay, I think it will be seen that it is the business of the city to take part in the public sales.
17. Business in that market is very good, because the public is willing to go there for its goods.
18. I am publishing "The City Market," a book which the business public favors.
19. Many changes will have to be made in the cases against the people before he accedes to the plans.
20. I think it would be fair to study the causes for the decrease in the sales in this business before making any changes.
21. I always felt that a study and an analysis of the sales figures would have given him a basis for his thesis.
22. He always evinced a keen desire to help in all matters and affairs of public welfare.

## UNIT 6

21. Page 29, paragraph 57. The letter *x* is expressed by *s* slightly modified in slant:

lax	tax	flax	six	fix	mix
vex	sex	affix	fixes	taxes	<del>mixes</del>

22. Page 29, paragraph 58. The suffix *shun*(*sion*, *tion*) is expressed by *sh*:

nation	national	ration	vision	mission	action
session	faction	section	evasion	affection	fashion
elation	diction	vacation	mention	relation	fiction

23. Page 29, paragraph 59. The past tense after abbreviated words:

shipped	liked	changed	willed	caused	parted
favored	published	bounded	formed	timed	dated

In other cases joined:

classed	released	marked	passed	pressed	raised
traced	raced	risked	fixed	shaped	checked
mentioned	cracked	placed	dressed	saved	sketched
smashed	snatched	snapped	grasped	teased	dazed

Disjoined:

fared	glared	reared	feared	tapered	labored
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24. Page 31, paragraph 61. Brief forms as prefixes:

income	increase	inflare	inset	inform	informal
instead	invade	infinite	inspiration	invasion	infancy
begin	began	betray	beseech	bedeck	beneath
forfeit	foretell	foresee	forecast	forbear	foreign
forgive	forget	forgot	formal	forsake	foregoing
overwork	overtime	overcharge	overtake	overhead	overstay
overhear	overcast	overheated	overbearing	oversee	overcome
undergo	underpay	underneath	underhanded	undersell	undertake
aftertimes	aftermath	afterclap			

### BRIEF-FORM SENTENCES—UNIT 6

Page 30, paragraph 60:

1. The company will also publish the name of the woman present.
2. I have nothing more to give you this morning in favor of that matter.
3. He shall not present the matter before the public until you tell him what part of the work was given to another company.

4. There is nothing I can tell because some of the big business men did not have much part in this matter.

5. The next time you come I shall give you a letter I got from the woman.

6. I cannot tell you very much this morning about that business matter because it will be published soon.

7. If you will keep working you will soon have good forms.

8. I shall be present in the morning when that business matter will be put before the public.

9. There is still another cause for his telling nothing but the truth about the name given in the letter.

10. Every part of the work has been given a thorough going over, before it was presented to the public and put in bound form.

11. Under such a system of marketing as there is in this country the public will be always favored.

12. I think if you will give the company time until the next morning it will soon put everything in good form.

13. I tell you she was the first woman to give to the public the name of the company that was against public markets.

14. Let nothing come between you and the people in all matters in which you are bound to tell the truth.

15. Your first business is never to publish anything against another country if it is not the truth.

16. There is still another thing about this matter you must not publish until you go over it thoroughly.

17. If the present system of marketing is not good, let the people have what they desire.

18. The big business companies of this country have thorough systems for shipping their goods to other parts.

## WRITING PRACTICE ON UNIT 6

1. If any action is taken at the next session about the tax rate, I shall inform you.

2. A little saved every month from your income will soon help you settle your money affairs.

3. He forgot to go over that matter you mentioned in your letter of a month ago.

4. I believe your sales will increase very much when you begin to handle goods that are in fashion.

5. The time for the meeting of the many factions was fixed for six instead of four.

6. I shall not forgive you for failing to come to see me when you visited the city.

7. Not many people are working overtime because times at present are a little slack.

8. The incomes of the masses have been checked, and this can be traced to the heavy taxes they must pay.

9. The class papers were marked and checked by the woman in charge of the section.

10. There has been an increase in the sales in my store since I began to handle everything the ladies needed.

11. The needy cases were placed in the hands of the mission, where all such cases are passed.

12. It seems to me your plans will have to undergo many changes before they will work.

13. You can settle the matter of your salary before you begin work in this place.

14. He labored many months to have his salary raised, but the factory will not take any action on it until an analysis of his sales is made.

15. The place was overheated and I feared many of those present would get sick.

16. The scheme has been checked thoroughly, but I cannot let it be published over my name.

17. When the class sessions are over, I shall go to the country instead of remaining in the city for my vacation.

18. The date has been fixed for the next game of our team at the national meet.

19. The city must affix its seal to all papers before they are published in any form.

20. Many changes will have to be made before he will accede to the lease as it is at present.

## SPECIAL DRILLS ON BRIEF FORMS AND PHRASES— CHAPTER II

(Including pages 21, 27, and 30)

1. The next time you are present I will give you some work.

2. I cannot change the name of the woman given in the letter.

3. He will go in about an hour, but he will not go in the ship in which I am bound.

4. Every change in the market will be given before the work is published.

5. If you do this, I think you will not have any cause for changing your work.

6. The goods which you will ship will be put in the public market.

7. They will soon publish a work in which will be given the name of every business in this state.

8. I think the business public of this country favors the work.

9. As this is not public business, he must not publish it in any form at all.

10. He would not be in public favor if he should publish anything against the people.

11. Do you think they will give you some of their business when they go to another part of the country?

12. I shall let this matter go until the next morning.

13. The people got very much what they liked to have.

14. The public will have a big time when the ships come in.

15. I have been present all morning, but you were the first one to give me some work.

16. There is still time to get the truth about that matter.

17. I always give all my time to the business at hand and not to any other thing.

18. I would let nothing come between them.

19. The people all over the country are in favor of big public markets.

20. The truth is that this system is in favor in almost every part of this country.

21. Before you publish the matter in bound form give some parts of it to the public.

22. Most of the work in this system has been given before in bound form.

23. When you come again you must present the matter before the people thoroughly.

24. The woman also got her name before the public.

25. He was presented to the people under another name.

26. Can the name be given in the market letter?

27. I cannot let the ship go until I give every change in the present market.

28. I desire a market letter every day.

29. The business public favors the publishing of the book.

30. I think that you should have this book for your business.

## WRITING PRACTICE ON CHAPTER II

1. Our nation should increase its navy in times of peace.

2. Every dress at the bazaar is in fashion at the present time.

3. Mr. Davis plans to take a trip in the French section of the country next season.

4. Business in this city has increased because the taxes here are less than those in other cities.

5. I shall take my vacation in the country after the class sessions are over.



6. Because of the slack times many people will get part-time work till next season.

7. The minutes of the sessions of the many factions will be published in the morning papers.

8. The salary of every man will be increased if he works overtime.

9. The head man of the mission will make a formal visit to the factory to appeal for money.

10. The heavy taxes have checked the big incomes of the masses.

11. The time and date for the next meeting of this class have been set.

12. I have your letter about the increase in the taxes, but I cannot take any action until the next session.

13. Business in this section of the country is undergoing a great change at present.

14. When this matter was first released by the press, it was against the people.

15. Nothing was mentioned about their plans for the coming national sales.

16. I shall not be free to go over the business matters mentioned in your letter until the next morning.

17. The chief has traced the decrease in the assets of his business to the men handling the work.

18. The men in the factory still have work for another month and will remain until everything is thoroughly finished.

19. Ships from many markets of the country come here every day.

20. The city press will not publish any part of the scheme for taking the coming census.

21. If you can spare the time, you should visit the many sales given in our city.

22. Steps have been taken to settle his affairs before the money market comes to a smash.

23. Our class will study, sketch, and trace the first stage of the ages.

24. The missing papers from the steel chest have not been traced.

25. I shall ship the goods to you on the date mentioned in my letter of a month ago.

26. I think he is a good business risk because his business has increased very much in two seasons.

27. I think his coming here to settle his affairs may be the means of beginning a series of business relations with him.

28. People all over the country are taking these jackets with them on their vacations.

29. The money for the relief of the sick was raised in many cities after a formal appeal to the people.

30. A treaty was made between the two factions for the sake of peace.

Dear Madam:

Have you read in the public press about the many great sales that are being given in our city this season because of slack times?

Never in the history of business have I ever seen such fancy silk dresses, ladies' chains, and fans as are being placed in the coming sales. You will save money if you visit some of these places where these goods are to be seen. You can get some rich gifts for your guests at minimum rates, and I know they will like them.

If you can spare the time and money, I shall be glad to go with you when you visit me.

Yours very truly,

Dear Sir:

I feel very happy for your help in the matter of checking the sales figures given to me by Mr. James Lynch.

My decision to sell him and to ship some goods for the coming season is based on the thorough study you made of his business affairs. His neighbors say that he has been in the same place for many seasons and that there was an immense increase in his sales all these months. They think he is a very good business risk.

I feel indebted to you for this work and I should like to pay you for the time you have taken to get the figures in this case.

Yours very truly,

Dear Sir:

I have your letter dated May 25, in which you mentioned something about the increase in the tax rates in your city.

I cannot take any action at present, as you desire, because the session is over and there will not be another meeting until next season.

I shall inform you if I hear anything about the plans for changing the rates for the coming season.

Yours very truly,

## CHAPTER III

### UNIT 7

#### THE O-HOOK

25. Page 34, paragraph 65. *The O-hook:*

(a) The short sound of *o*, as in *rot*, *fob*:

hot	cot	lot	plot	blot	pot
oft	rot	trot	lofty	knotty	off
often	doff	coffee	box	loss	model
shod	clod	hod	cod	rod	trod
pod	shoddy	plod	rob	fob	job
lobby	knob	flop	hop	shop	prop
map	dog	fog	flog	frog	hog
hockey	rock	rocky	block	clock	lock
flock	shock	mock	occur	notch	blotch
lodge	dodge	chop	fop	dot	hobby
docile	glossy	gossip	offset	snob	moss

(b) The sound of *aw*, as in *law*, *taught*:

law	flaw	claw	gnaw	paw	jaw
raw	Shaw	ought	auto	taught	caught
wrought	bought	brought	naught	haughty	Maud
broad	abroad	fraud	laud	awed	gaudy
applaud	hawk	talk	talked	chalk	cough
applause	draw	fraught	ball	shawl	caution

(c) The sound of *o*, as in *wrote*, *home*:

no	knows	low	slow	load	loads
hoe	owe	row	road	crow	arrow

ode	lode	goad	code	show	glow
shallow	tallow	fellow	pillow	mellow	bellow
meadow	shadow	elbow	billow	narrow	hero
toe	veto	goat	boat	coat	float
afloat	gloat	bloat	wrote	dote	moat
note	noted	notes	notice	hotel	pope
open	lope	elope	hope	dope	mope
drove	clove	grove	cove	robe	globe
coach	choke	folks	coke	oak	broke
broken	poke	echo	croquet	vogue	close
notion	motion	emotion	lotion	stow	hostess
nose	police	cozy	rose	scope	blows
smoke	morose	sallow	snows	trophies	sparrows

## 26. Page 36. Words beginning with *so*:

so	sop	soap	sob	sore	sorry
sorrow	sorrel	sorrows	soul	solid	solace
solemn	soak	soggy	sod	soda	sonnet
soften	saw	sought	sauce	saucy	sober

## 27. Page 36, paragraph 67. *O*-hook modified:

(a) Before *n*, *m*, not preceded by a downstroke:

on	own	cone	hone	lone	loan
alone	tonic	flown	moan	groan	prone
drone	blown	tone	atone	crony	known
lawn	launch	brawn	drawn	brawny	tawny
home	omit	omitted	roam	aroma	comb

(b) Before *r*, *l*, not preceded by a downstroke:

or	oars	roar	tore	lore	nor
orb	core	score	dory	door	adore
ignore	ignores	floor	store	story	horse
hall	whole	holly	hollow	roll	droll

collie	golf	coal	college	collapse	knoll
maul	mole	goal	gory	gall	tall
holy	Gaul	doll	Rollo	holiday	holidays

(c) After a downstroke, no modification:

pawn	pony	bone	bony	phone	fawn
shown	pomp	pongee	bonnet	bomb	foam
pall	appall	pole	polo	polish	Apollo
ball	bowl	bolt	Paul	pore	pork
bore	borrow	shore	ashore	shawl	shoal
jolly	jolt	foal	folly	volley	porridge

### BRIEF-FORM SENTENCES—UNIT 7

Page 37, paragraph 69:

1. I received your order and will give the matter all my time.
2. I believe it is possible to have several of your other orders shipped before you give me the next one.
3. A general course will be given to those that desire it.
4. I am glad to state that the situation at present is in our favor.
5. What was his purpose in publishing a small part of the work instead of the system as it was given before?
6. This morning he went to call upon the doctor with some forms he got from his first business.
7. He told the girl that called that the order was given to another woman that very morning.
8. He always wants the first name given in every letter received.
9. He says he cannot handle any more small orders during such times.
10. I am told that the general business in several parts of our state is increasing every month.
11. It is my belief that the present market situation in the state is undergoing a great change.



12. I want to inform you that I cannot ship the goods you ordered until I receive a letter giving your first name.

13. Are you against the general marketing system for the people in this state?

14. I almost forgot the purposes for which this course is to be given.

5 15. I shall be glad if you will call any hour possible when you receive my order.

### WRITING PRACTICE ON UNIT 7

1. John will make a call at our home for the purpose of raising money for the parish.

2. I cannot read the name on the check drawn in our favor.

3. The hero told the people of the brave attack made upon the enemy.

4. The launch will not float far from the shore, for a rope will check it.

5. It is possible for any fellow to take a general course at the city college.

6. He should not ignore a knock at the door, for the folks may call any morning.

7. Paul caught a frog on a rock on the edge of the lake.

8. If our ball team will not obey the coach and do what it is told, it will fail in the game.

9. Let the police shadow the rogue, for he may pawn the gem.

10. The rogue will dodge the law if he can.

11. Mr. Jolly will not talk about the trip on the launch.

12. The collie dog will be at the show in the arena.

13. If he will take the narrow road, he will reach home before the rain begins.

14. The red chalk fell on the parquet floor.

15. If he will let me row the boat, I will not rock it.

16. The ball team from Moline will play a game abroad during the coming season.

17. I will take a loaf of bread from the shelf in the kitchen.
18. I believe the check will not be valid if it is drawn in our favor.
19. The plot may be good, but I fear the play will not be well received by the public.
20. I cannot read the name on the door from afar.
21. A tall lad clad in a ragged coat wrote the factory for a job.
22. He will make a public appeal for the purpose of helping the fresh-air camp.
23. Mr. Cone will be glad if I show him a game of polo.
24. The little colt made a bolt for the grove.
25. The Gaul shot arrows at the fleet goats.
26. The deed of which I wrote will be made public after I arraign the knave.
27. The brawny fellow made a botch of the whole affair.
28. He may play a game of croquet on our lawn.
29. The home team will have a game of ball on our lawn, for the law will not let the game go on in the public park.
30. I am in favor of a public market for the needy, in order to relieve the coal situation.
31. I will catch the Erie train if I can get a ferryboat before dawn.
32. I cannot publish the tale he told of the attack on the enemy, for it may not be the truth.
33. The trophies which our teams have will be shown in cases in the college halls.
34. The papers state that the relief ship will sail soon for France.
35. If such gossip increases, I think there will be a collapse of the whole business.
36. The state law was passed during the present session.
37. The scores will be shown on the screen every day so that the people can tell which team has won the baseball games during the coming series.
38. Mr. Macy gave an oration at the meeting of the league, but I have not seen the story in the papers.

39. In this case I think the odds are not in our favor.
40. The hostess said they could play chess, croquet, or any other games they chose.
41. I have a notion that the fellow will get the job, for he brought a letter from a well-known college.
42. To own a home will be the hope of all the men in the factory.
43. The lad often wrote home from college for a check.
44. I received several small orders for coal over the phone.
45. The boat from the navy will leave for home before the men reach camp.
46. The overhead trolley is still in vogue in some parts of this state.

Dear Sir:

I would like you to box the six glass bowls on order before shipping them to the city. This may cause more work, but I know it will save them from being broken.

Yours truly,

Dear Sir:

I am planning a sale of letters from great men. These letters are receiving much notice in the public papers every day. They should be seen by you before you leave the city for your vacation.

I am sorry to state that the sale is public, because of the national name in the letters. This means that your main chance to see the letters will be before the opening of the public sale at our store next week.

Some of the letters will be given to you, if you so desire.

Yours truly,

## UNIT 8

## METHOD OF EXPRESSING R

28. Page 39, paragraph 71. The circle is written with left motion to express *r* following the vowel:

(a) Before and after straight strokes:

Before:

art	heart	hearty	hard	hardy	hurt
heard	arm	army	harm	harmony	Armada
hermit	earn	earns	harness	arch	harsh
arnica	urge	urged	hurdle	ermine	arched

After:

star	stir	steer	tear	dare	near
mere	jeer	cheer	mar	jar	dear
heater	harder	sneer	blotter	ladder	latter
later	sister	Easter	clatter	chatter	flatter
batter	foster	plaster	chapter	fodder	feeder
adder	hammer	domineer	primer	owner	strainer
grammar	better	oftener	cashier	cashmere	archer
armchair	cedar	preacher	pitcher	fisher	soldier
ledger	guitar	gaiter	Homer	adhere	daughter
minister	cater	shelter	reader	factor	motor
auditor	editor	leader	manner	theater	meter

(b) Between straight strokes in the same direction:

dart	startle	Tartar	turtle	tardy	dirty
dared	mermaid	murmur	sturdy	church	Smyrna

29. Page 40, paragraph 74. *S* following a left-motion circle. The letter *s* is added to a final left-motion circle on straight strokes by changing the circle to a loop:

stars	stairs	dares	tears	nears	mars
manners	hammers	dreamers	owners	shares	jeers
cheers	jars	readers	leaders	invaders	ledgers
dodgers	Rogers	sneers	soldiers	tatters	theaters

30. Page 40, paragraph 76. Brief-form derivatives—*er* and *or*:

Disjoined *r*:

giver	caller	dealer	timer	dearer	thinker
publisher	worker	teller	namer	forgiver	believer
sender	lover	shipper	changer	keeper	complainer
weaker	officer	nearer	speaker	caterer	flatterer

Joined *r*:

greater	bigger	collector	receiver	employer	smaller
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The left-motion circle is used after straight strokes when brief form ends with the last consonant of a word:

sooner	former	informer
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## BRIEF-FORM SENTENCES—UNIT 8

Page 40, paragraph 75:

1. Either of the above courses will prepare you thoroughly in any of the subjects you desire.
2. I love to be in the company of children and go with them to the country.
3. In my opinion it is necessary to collect more capital for this business.
4. I regard the deal with the state as a very important one.
5. It will soon become necessary for the company to call for more capital if it desires to become bigger.

6. He called yesterday in regard to a very important matter, but he would not tell me anything about the purpose of his call.

7. The market situation at present is not good, and several people have been called to put in more capital.

8. There are some very important matters to present to the public before preparing the subject for the publishing company.

9. I shall be glad if you will call any hour possible in regard to the above letter.

10. It is a matter of great importance for children to keep good company.

11. The girl wanted to order a small present for the woman's children.

12. I think it will be necessary to publish the book together with the opinions other people have on this subject.

13. When it becomes necessary for you to ship goods to any other part of the country you must put the name of the company on every order.

14. I received your letter yesterday together with an order for a bound book that was published on the subject of "Capital in This Country."

15. He always told the truth about the business situation and the market changes.

### WRITING PRACTICE ON UNIT 8

1. I urge everyone to save a little of what he earns for some later time.

2. The work in the general course will seem hard at first, but if you will put your whole heart into it, you will have no cause for failing.

3. There is a better feeling between the bosses and the workers at the factory, and harmony reigns once more.

4. The soldiers are preparing to leave the armory today for the training camps near the state park.



5. He sat in the armchair near the cedar tree and saw the lad send a dart over the church.

6. I believe it will do you no harm to do your share of the work on the books before the auditor comes.

7. You should study more about the subject before you jeer and sneer at the preacher.

8. The army made a daring attack and battered the shelter of the enemy.

9. He is regarded as a good worker, for he has brought in bigger and greater orders than any other man in the place.

10. A thorough knowledge of grammar is an important factor in studying other subjects.

11. I heard the leader of the soldiers give the orders as he neared the armory.

12. The clatter of the motor is heard oftener in the city than in the country.

13. My sister and I are planning to take a motor trip during the Easter vacation.

14. The auditor will audit the books of the factory later in this semester.

15. The cashier was named as receiver of the failing store and will place all the goods under the hammer.

16. You should keep all the deals in the ledger in better manner, so that the dealer could tell at a glance what he has there.

17. The daughter of the minister of our church was married yesterday.

18. The preacher was a very good speaker and could stir his hearers to action.

19. This company caters to cash dealers and not to time shoppers.

20. He was hurt by a dart which was shot at the target.

Dear Sir:

I have your letter of yesterday's date regarding the handling of your goods in our shop during the coming season.

I should like very much to give you a share of our business, but I cannot do so at this time. Like many other owners of stores in this city, I have had to order in smaller lots this season, because of the slack times all over the country.

Later on when the money situation is better, I may agree to handle your goods and will pay you on a monthly basis as before.

Yours truly,

Dear Madam:

Our cashier has informed me that he has not heard from you regarding the money box that you own in your name and for which you did not settle.

You know this has been going on for several months and I feel there must be some cause for this delay. It is possible that his letter has not reached you. If so, I should like to hear from you before the auditor goes over our books.

Yours very truly,

## UNIT 9

### THE TH JOININGS

31. Page 42, paragraph 78. The left-motion *th* is used before and after *o*, *r*, *l*. In other cases the right-motion *th* is used:

Left-motion:

though	although	thaw	thought	throw	throat
thrown	threat	thread	throb	throttle	thrill
thrash	thrall	thrift	author	earth	mirth
berth	hearth	Martha	wreath	wrath	wrathy
athlete	wealth	stealth	health	oath	both
moth	cloth	loath	growth	sloth	froth

## Right-motion:

thick	thicket	thief	thieves	theme	ethics
Athens	teeth	myth	smith	theft	thatch
thin	Nathan	Edith	death	path	bath
faith	sheath	kith	naphtha	thin	theater

## FREQUENT PREFIXES AND SUFFIXES

## 32. Page 42, paragraph 80. Prefixes:

<b>con</b>	concave	condone	condole	convey	conclave	conceit
	conceal	convex	console	concrete	convince	confer
	concede	convince	conviction	conform	convention	confess
	convene	confession	consolation	consignee	confess	concur
<b>coun</b>	county	counties	countess	counsel	councilman	counselor
<b>com</b>	combat	compass	compress	complex	complexion	compute
	compel	accomplish				
<b>cog</b>	cognate	cognomen	cognition			

Suffixes *ly, ily, ally*:

early	only	rarely	lowly	solely	thickly
plainly	calmly	safely	chiefly	briskly	hardly
lonely	lately	fairly	slowly	briefly	wholly
prettily	family	readily	greedily	craftily	easily
sleepily	hastily	heartily	totally	fatally	formally
socially	steadily	barely	possibly	lovely	monthly

Page 43, paragraph 81. In words beginning with *comm* or *conn*, the second *m* or *n* is not omitted:

common	commonly	commence	connote
comment	<u>comma</u>	<u>commodity</u>	commotion

Page 43, paragraph 81. When *con* or *com* is followed by a vowel or by *r* or *l*, write *kn* for *con* and *km* for *com*:

comedy      comic      comrade      conic      Conroy      comity

Page 43, paragraph 82. After a circle vowel, *ly* is written on the opposite side from the vowel:

daily      dearly      nearly      merely      formerly      namely      likely      freely

Page 43, paragraph 83. To express the plural of brief forms ending in a circle or loop:

names	<u>letters</u>	regards	<u>families</u>	homilies	anomalies
likes	favours	<u>believes</u>	committees		

#### PHRASING PRINCIPLES

33. Page 44, paragraph 84. Word modifications.  
To before downward character or *o*, *r*, *l*:

to be	to become	to favor	to put	to fasten	to pay
to say	to believe	to receive	to see	to let	to lease
to like	to represent	to regard	to part	to work	to own
to ship	to which	to honor	to publish	to sail	to place
to leave	to speak	to present	to subject	to sell	to form

Page 44, paragraph 85. *As* . . . . . *as*:

as well as, as little as, as low as, as great as, as glad as, as good as,  
as much as, as near as, as soon as, as rich as, as many as.

34. Page 44, paragraph 86. *Able* after *be*, *been*:

to be able, would be able, should be able, shall be able, will be able,  
have not been able.

has not been able, will not be able, have you not been able, had been  
able, have been able, shall not be able.

## BRIEF-FORM SENTENCES—UNIT 9

Page 45, paragraph 88:

1. A knowledge of this system will be of great value to you in your future work.
2. The present situation in the market is the cause for the several complaints received by the committee.
3. In my opinion, the truth of this matter cannot be expressed in public.
4. The opinions of the committee in regard to the business of our state have already been published.
5. The truth about his deal with the officials will be given to the public soon.
6. You can ship by express the flour ordered in our letter of a week ago.
7. I believe the office has a special purpose in preparing the subject in this manner.
8. He always told the complete truth when presented before the officials.
9. You must agree to send the goods by express in one week.
10. One must become thoroughly prepared in every subject given in the general course.
11. I will employ several girls in the office to prepare all the complaints for the committee.
12. He is willing to represent either one of the above companies in his future deals.
13. The officials asked the children in the school to employ all their knowledge received in their general courses.
14. He was very weak after remaining on the floor for several hours dealing with others.
15. More capital will have to be employed in the market immediately in order to become of special value in the future.

## WRITING PRACTICE ON UNIT 9

1. I heartily agree with the motions made early in the session.
2. My comrade showed very plainly what he thought about the shares I bought in this company.
3. It is only by saving a little daily that one becomes thrifty.
4. I believe that a fellow that hopes to reach any place of great importance should have some college training.
5. The author was formally presented to the school leaders of our great city.
6. It is hardly fair to the speaker to have people make comments during the course of a meeting.
7. The growth of this business lately has convinced me that the partners can easily pay what they owed.
8. All the dealers in the business section of the city are preparing for early holiday sales.
9. You may ship as much as is possible to ship safely to reach me before the first of the month.
10. It is thought that his death was caused by a fire from naphtha.
11. An athlete must get lots of sleep to become fit for a hard race.
12. I believe your sales will increase immensely as soon as you handle goods that conform to present fashions.
13. The editor is well known socially in both this city, his birthplace, and in other big cities of the country.
14. I have ordered a lower berth on the steamer for my sister, who must take an ocean trip for her health.
15. A special committee will soon confer with the officials of the company on the subject of a general county convention.
16. He is gaining steadily in health and will soon be back again with his family.
17. I shall send a letter of condolence to the minister's sister as soon as I get the details of his death.
18. He will not be able to employ the plans you have thought of to launch a sales campaign.



19. Do you ever employ any threats in your letters to collect any money owing you for goods shipped?

20. The health commissioner in his speech at the school has cautioned the children to clean their teeth daily.

### SPECIAL DRILLS ON BRIEF FORMS AND PHRASES— CHAPTER III

(Including pages 37, 40, and 45)

1. I believe you will receive several small orders in the course of the week.

2. This company cannot publish your work on capital because there is no call for such a book at present.

3. Think of others before you speak.

4. Do you put any belief in the opinions of the committee in regard to the business of our state, which the company will publish this week?

5. In my opinion this subject has been thoroughly prepared and should be of great value to those employed in this company.

6. The public should have a complete knowledge of the deal together with the real purposes of the committee.

7. He cannot express an official opinion in the present situation, but I believe he is already preparing one for some future time.

8. The cause which he represents is one which all those who regard the good will of the public above every other thing should favor.

9. If you desire, you can represent this company on the Committee for the Increasing of Shipping Markets in this state.

10. What will you do in regard to the letter about which I told you?

11. Do you believe he would be in public favor if he should publish an official letter?

12. I shall be glad if you will call any hour you can in regard to the above letter.

13. The bound book, which has most of the work, will be given to the one who will work for it.

14. I was there at the time given in your letter, but I was not received by anyone who could tell me what special course was necessary.

15. The officials of the state cannot agree with the committee regarding the changes the state wants.

16. You shall know the truth about his deal with the officials in a week.

17. This company always asks you to send a check immediately after receiving goods.

18. I told you that I did not want the goods until the end of the week.

19. I thoroughly agree with you that a knowledge of the subject will be of great value to the officials.

20. A special committee has been formed to prepare a formal complaint to the officials of the company.

21. Yesterday I went to the state office to prepare an opinion regarding the present flour situation in the country.

22. The woman told the girl that she wanted to order a small present for her children.

23. The children were told that it was very important to prepare as much as possible for the subjects which will complete their general course.

24. In order that others should have a good opinion of you, it is a matter of great importance to keep good company.

25. It will be necessary for you to send in your complaint to the special office of the company.

26. During the coming week the girl will call at your office for a special course.

27. She already has some little knowledge of the subject in which she is to be prepared.

28. If you desire to take a general course it will not be necessary for you to prepare any of the other subjects.

29. The company asks for more capital to be employed in its deal with the state.

30. When it becomes necessary for you to send goods to other states, you must agree to give their value before shipping.

31. I called upon the state officials yesterday regarding the market situation, but was told the matter was against public opinion.

32. I received your letter together with your order for one bound book, but the situation at present is such as to make it impossible for me to send it.

33. She always loved children and liked to call them together and go with them to the country.

34. You can ship all the goods on order by express if you did not send them yesterday.

35. It is necessary for everyone in this course to become thoroughly prepared in every subject presented.

36. I believe the present deal with the officials of the company is of immediate importance to the general public.

37. The purpose of this book is to present to the public the opinions of the officials representing this state.

38. There will be several courses given during the season which will be of special value to all.

39. Any girl can get a knowledge of this system and become thoroughly prepared for office work in very little time.

40. The business people in this country have given a good deal of their time and capital in presenting the truth to the public.

41. The truth about the deal will become public very soon.

42. The name of every official in public office in this state will be given in this book.

43. I shall employ several girls to prepare the matter necessary for a complete presentation of the subject.

44. The woman is employed on the floor above this one.

45. The flour situation in this country is undergoing a great change at present.

46. Either one of the systems may be employed in a business office.

47. It is not necessary to call the committee together for the purpose of publishing the complaints against the company.

48. He always told the truth when asked about the situation regarding the market changes.

49. The caller at the office yesterday was a former dealer with this company.

50. The committee will represent the workers in all future complaints against the express company.

### WRITING PRACTICE ON CHAPTER III

1. The enemy made the threat that it would attack any ship not in the zone of safety.

2. I could not see any trace of the stain after the cloth was dipped in milk.

3. The company will readily settle the case before it is taken before the county leaders.

4. Mr. Harmon, formerly with this company, plans to take a health trip through the French section next season.

5. That theater will sell tickets for both shows.

6. The theme which he chose for his essay was based on the story about the siege of Paris.

7. The company will ship both the cloth and fancy notions to you as soon as it is safe to do so.

8. Do not throw the paper on the floor, but place it in the basket.

9. He could barely conceal his emotions when he saw the ovation given in his honor.

10. If the thief will not confess before the council today, I am convinced that an early conviction will be possible.

11. The goods will be shipped as soon as I hear from the home office about the manner of collecting the money.

12. He has been in this city for several months, but he has not been able to earn anything for his family.

13. I think that I shall be able to pay you the money for the ermine coat at the end of the week.

14. You ought to receive a letter from the officials in the near future.

15. Some of the men employed in the office were here for the first time this month.

16. As near as I can see, they have been receiving our market letters daily.

17. I thought that you would be willing to represent the flour company.

18. I have been with the motor company for many months, but I have never asked for any more money.

19. The lonely hermit could not tell where his place of birth was.

20. I shall be glad to help you as much as I can if you will confer with me on the subject.

21. It was said that one of the most important city officials is hand in hand with the committee in this matter.

22. I should not like to mention the name of the employer, but I know that there are people that say there has been a change in his opinion of public markets.

23. I believe the special committee desires to secure complete knowledge of the author of the complaint.

24. Your letter and the subject expressed therein have already received our counsel.

25. Although at first your salary will be small, it will be much bigger when your sales increase.

26. Did your comrade like the comedy at the Comique Theater?

27. The editor is convinced that every other paper in the city will agree with him.

28. Many important changes in the state of the market are bound to occur in the immediate future, and these will be great factors in the business situation.

29. During these hard times it is necessary to employ all your spare time to the work at hand.

30. The value placed on these goods is as low as is possible at present.

31. All of our goods conform to the fashions of the coming season.
32. He was overbearing in his manner and the men hardly liked to work for him.

Dear Madam:

As soon as I received your letter of May 9, I immediately went to trace your order for the near-silk cloth, given to our office several days ago in order to make the necessary changes.

I am sorry to tell you that as this order has been given to the factory for filling, I was not able to catch it in time to make the changes asked for.

I hope that in the future my company will be able to fill all your special wants as well as your other orders.

Thank you for the business.

Very truly yours,

Dear Sir:

My company has received your letter, in which you asked for a series of goods that could be put on sale at the country church bazaar next week.

Conforming with your appeal, I am sending you some lace, fancy fans, and arm chains, which I think should sell very easily at the fair.

I hope that the money earned by this sale will clothe many needy families.

Yours truly,

Dear Sir:

I have your letter of April 9 with a check to settle for the loss on the cloth I bought from you early in the season. I am elated to think that this matter has been brought to a finish so readily.

I would like to inform you once more that I have no need for this cloth in my business.

Yours truly,

Dear Madam:

I have your letter asking me to state what I think about your reading books. All I can say is that I have taught from these books for several semesters. I have not seen anything I like so well as your books.

The rate is so low that it has put them in the reach of everyone in my class.

Yours very truly,

Dear Sir:

I have your letter of January 14 with order. The balls and hockey skates I can send today, but the other things which you want are being specially made for you in our shop at Chester. They tell me that everything will be ready about the first of next month, and will be expressed to you at that time.

I hope that the delay in filling your order completely at this time will not compel your company to order the goods at some other place. I know that our goods will sell very readily in your county.

Yours truly,



## CHAPTER IV

### UNIT 10

#### THE $\overline{oo}$ -HOOK

35. Page 48, paragraph 91.

(a) The short sound of *u*, as in *hum*, *rug*:

hut	hug	hush	hull	hub	huff
huddle	hump	hum	hunch	honey	up
oven	cud	cut	cup	cub	cuff
gush	rut	ruddy	rough	lug	luck
lucky	purr	putty	pup	puddle	pluck
bud	bucket	buffet	bluff	rubber	tough
fur	furry	flood	tug	tuck	shuttle
duck	dug	dull	shut	shove	jug
scuttle	shrug	chuck	chuckle	jut	rub
stuff	stuffy	truck	struck	supper	doth
shudder	drug	utterly	strut	thud	

(b) The sound of  $\overline{oo}$ , as in *took*, *foot*:

hood	hook	cook	cooky	foot	football
bull	bully	bullet	pull	pulley	pullet
took	rook	crook	crooked	shook	sugar

(c) The sound of  $\overline{oo}$ , as in *pool*, *doom*:

who	whom	hoot	prune	root	loom
lure	loot	lose	loop	coop	coon
raccoon	lagoon	coo	cuckoo	crude	accrue
accrued	groove	groom	glue	pool	poodle
plume	boom	boon	blue	boot	booty

boor	brute	booth	bouquet	fool	food
fruit	flute	do	doom	droop	too
toot	tooth	tomb	true	through	shoot
shoots	shoe	issue	chew	chewed	chews
smooth	tattoo	bamboo	shampoo	tools	gloomy
loop	droop	group	troop	shoes	hoof

36. Page 49, paragraph 93. The combination *us* without an angle:

us	hustle	whose	husky	fuss	bus
bustle	pus	puss	caboose	campus	shoes
issues	choose	cautious	gracious	vicious	grievous
audacious	focus	cousin	gust	gusset	goose

With an angle:

muss	musty	muscle	musk	moose	noose
tusk	dusky	dusty	duster	does	dozen
porous	plus	jealous	famous	thus	thrust
status	crusts	cruise	Crusades	rust	rustle

37. Page 50, paragraph 94. The  $\overline{o}$ -hook modified:

(a) After *n*:

nun	nut	nudge	numb	null	annul
nugget	knuckle	noon	nook	noodle	canoe

(b) After *m*:

mug	mud	muddy	muddle	muff	muffle
mull	mullet	mum	mummy	moon	moor

(c) After *k* followed by *r* and *l*:

cool	cur	cull	curse	curry	coolie
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(d) After *g* followed by *r* and *l*:

gull	gully	gullet	ghoul	ghurry	Gurney
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## REVIEW DRILL ON HOOK AND CIRCLE VOWELS

hot	cuff	tag	brook	boot	null
hut	cough	tug	broke	bought	knoll
hat	gash	tuck	bull	brute	mud
hug	gush	tack	ball	brought	Maud
hog	rot	duck	bale	flood	mock
hag	rut	doek	talk	flute	muck
hush	rob	dog	took	gloat	moon
hash	rub	dug	pull	do	moan
whole	lug	dull	pall	dough	moot
hull	lag	doll	shock	dope	moat
huddle	lock	doom	shook	dupe	cool
hotel	luck	dome	loom	droop	coal
home	purrr	shot	loam	drip	cull
hum	pore	shut	lot	tot	gall
ham	pope	shoot	loot	toot	gull
up	pup	jot	lop	mood	gully
hope	puddle	jut	loop	mode	galley
cod	poodle	jog	pool	show	goal
cud	bag	jug	pole	shoe	ghoul
cup	bug	hod	boom	nun	note
cop	budge	hood	bomb	noon	nut
cob	badge	hock	bone	Nome	both
cub	botch	hook	boon	numb	booth

## BRIEF-FORM SENTENCES—UNIT 10

Page 50, paragraph 95:

1. A number of school children were given positions in the Government office.
2. The company asks you to charge all goods purchased with care.
3. The Government force is always in a position to receive the complaints from any public official.

4. I am sure that he will carry on the good work with his usual skill.
5. Remember, I expect the committee to look after the wants of the public.
6. The subject in question, as it was presented, was not clear to the officers of the company.
7. The general questions given to the children in school yesterday were not clear enough.
8. In order to keep your present position, it is important that you put in some special work on the subjects of value to you.
9. I never questioned the opinions of any of the officials.
10. I have your letter with the complete order, and I shall give it my special care and full time.
11. The company desires to deal with you in the future, if you can handle the orders without any complaints.
12. I told you I did not want the goods until the end of the season.
13. You must be thoroughly and fully prepared in order to look after Government matters.
14. Most of his time was employed in representing others and in looking after their wants.
15. The school officials expect to force everyone in the general course to become informed in all subjects.

### WRITING PRACTICE ON UNIT 10

1. To whom will the work be given when the factory is put up?
2. What will the world do on this great issue?
3. The issue of the note changed the meaning of the law in regard to money given for free homes.
4. Fully a week ago I read in the papers about the "Blue Book" to be published.
5. I was at work upon another book when he took up the issue.
6. The upper part of the roof is not very smooth; it is rough in spots.

7. In order to make your mark in this world, you must work hard.
8. Is it true that your cousin got a Government position?
9. There is no such thing as luck in business, but pluck and hard labor bring everything.
10. The foodstuff was carried in a blue truck to the public market.
11. Who were the two men in that group who talked so smoothly?
12. I have invited my college mates over to the house for supper.
13. When going home in the evening one has a tough job to go through the shuttle train.
14. It is better to keep mum about the changes in the market, or it will become a bull market.
15. He has not made the letter public nor will he give it to the papers before noon.
16. If you are against the pool, you will surely lose your money.
17. I fear that I shall have to shoot the dog, as it has gone mad.
18. The beef must be cooked well or the children will not eat it.
19. The upper classes have formed a football team and will play all the others in school.
20. It is getting very cool and the little girls will soon need their muffs.
21. I heard the hum of the motor truck as it went over the rough road.
22. You can get tickets for both shows at the theater booths.
23. He was a fool to risk all his hard-earned money in the sugar market.
24. The city must affix its seal to all public business papers or they will be null.
25. The bus is generally full at the noon hour.
26. The fashions may change before all these shoes are put on sale.
27. I fear that Edith will get a zero on that essay if she does not take special pains.
28. The theme he chose for his essay was based on the story of the Crusades.

29. The shutting of the market was ordered by the governing committee at a special meeting at noon yesterday.

30. The governors thought it was necessary to relieve the strain on the army of workers who were already overworked.

31. The ruddy chap to whom we gave the puppy will call in a week.

32. An affair to help the fresh-air camp will surely boom the hotel.

33. If you let the team tug at the load, it will surely pull it up the hill.

34. The plucky marine had a tattoo mark on one foot, but no one would believe it was real.

35. What route would you take to go from Aurora to Moline?

36. If John will hurry to the dock for the lot, I will cook all the fish you can catch in the brook.

37. Shut the oven door in the kitchen or the bread will not bake well.

*Very truly yours,*  
Dear Sir:

Your letter of May 15 reached me this day. I shall see the man about whom you ask in the course of a day or so, after which I shall show him your letter, if that plan suits you. I know he will be glad if you will name your own purchase rates for the lots in question. If that does not do, I expect to see the fellow who represents him here in the city.

I shall inform you if there is any change during the coming month.

Very truly yours,

## UNIT 11

### METHOD OF EXPRESSING W

38. Page 52, paragraph 97. *W* expressed by the oo-hook followed by a vowel:

wa way wag wagon waft wane wait waits wade

	wades	weighed	wave	waves	wake	wakes
	wage	wages	waste	wear	wager	waif
<b>we</b>	we	wet	wit	witty	win	wick
	wicked	wicket	widow	width	willow	wed
	wedge	witch	wench	web	weed	weep
	web	weary	weal	wig	women	wedded
<b>wo</b>	walk	wash	washed	watch	wallow	
	wallet	waffle	wall	walnut	wan	woke
	wove	woven	water	woe	wore	
<b>woo</b>	wool	woolly	woo	woof	wolf	woody
<b>wh</b>	whit	whip	whiplash	whim	whittle	whiffle
	whiff	whig	whinny	whack	wheedle	wheel
	wheelbarrow	wheat	whale	whoop	whir	whirl

39. Page 53, paragraph 99. *W* within words. Expressed by a dash placed beneath the vowel following:

tweak	tweed	twain	Edwin	twin	dwel
twig	quick	quickly	quit	equity	acquit
quill	quack	quaff	quarry	quarrel	quilt
queen	quench	queer	quote	quoted	equipped
square	squeak	squeal	doorway	roadway	gateway
midway	hallway	Norway	Broadway	Ridgeway	headway

*Sw* and a circle vowel. Use hook:

sweet	swim	swain	Swede	swell	swift
swear	(swallow)	switch	sweep		

40. Page 54, paragraph 100. *A* expressed by a dot:

ahead	away	await	awake	awaken	aw <u>o</u> ke
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## BRIEF-FORM SENTENCES—UNIT 11

Page 54, paragraph 102:

1. You must follow to the letter the forms given in your book if you want to become thorough.

2. You will have to give the company better dating on every purchase, because they will have to carry the goods over till next fall.

3. Whether your orders are big or small, we give them every special care possible.

4. The report of the committee will follow his acceptance of the position in question.

5. It will be necessary for you to explain fully every particular remark in your report before the house.

6. Not a word was received from the Government in reply to the questions on the duties of the officials.

7. In order to bring a complete report on this subject, he has gone further into the truth of the matter.

8. The room above the office in the Government house will be cleared for the committee to carry on its future work.

9. I suppose he will want us to explain more fully our position in this situation and what course we are prepared to follow.

10. You will have to employ special care when you bring the question before the public.

11. I cannot reply clearly to that remark in the presence of a Government official.

12. It will be necessary for you to explain the nature of that charge more thoroughly.

13. If there are enough people who are willing to purchase books on the subject, I can get them immediately.

14. The Government officials will expect to have full charge of the matter.

15. Do you suppose he will receive general favor in the company if his report is not clear or full enough?

16. The man whose word is good will do well in a position of this particular nature.

17. I cannot tell whether there will be room in the house until he is gone.

18. I suppose you can explain that remark in a word or two.

19. It is your duty to reply to the question before the body of men who govern our school.

20. The Government will force the question about our going into the world market.

### WRITING PRACTICE ON UNIT 11

1. We should like to have you quote us your rates on squirrel fur.

2. If you play a fair game, you will win the full regard of your fellow men.

3. One who will work need not wait for public favor.

4. If you hope to win your way in the world you should not keep away from work.

5. We shall send you a full list of the rates that the public market quotes today.

6. The bus is full at this hour, so you will have to walk if you desire to get home early.

7. A police whistle will easily cause a scare in a public square.

8. I told the company to watch, for the enemy may make a quick attack from the rear.

9. We shall not take a walk on Broadway, for you cannot make much headway at noon.

10. We shall have to wait for another day when we get away from our work before noon.

11. Can you hear the pretty little dove coo in the willow tree not far away from the doorway?

12. The crane was very heavy, for the wheel of the pulley broke before the tackle reached very far.

13. The whole brigade will take a quick walk far away from our home.

14. Edwin will help you carry the heavy load of wheat from the mill to the train.

15. Mr. Wade will wait for you at the noon train if you will be ready when he calls.

16. Winnie will weave the wool rug on the loom.

17. The heavy fall of rain will be good for the wheat in the meadow.

18. We have not made the letter public, but we expect to give it to the papers before noon.

19. The weary tramp took the food to the hut where he put it away for a rainy day.

20. Willie Wolf will have to chop the wood before he can load it on the wagon.

21. Little Willie had a wallet which the queen of Norway gave him.

22. Our camp will be fully equipped before we get back from our weary walk.

23. Waste in the handling of orders at our factory has been reduced to a minimum.

Dear Sir:

We have your letter of May 25 and also the rates you quoted us for the suits needed for the coming holidays. In reply we wish to say that, although it is necessary for us to have these goods at this time, we cannot see our way clear to pay cash for them.

You must remember that it will take some time before we will get rid of all the suits.

We, therefore, ask that you give us better dating on this purchase, since we shall have to carry several of them till next fall.

We hope it will be possible for you to agree to what we ask.

Yours very truly,

## UNIT 12

## METHOD OF EXPRESSING Y

41. Page 56, paragraph 104. *Y* represented by a small circle:

yacht yawn yore yoke yawl youth

*Yi, ye, ya* represented by a loop:

yet	year	yearly	yell	yellow	yam
yen	yap	yak	Yale	Yiddish	yelp
yarn	yard	yards	yearn	Yarmouth	yea

42. Page 56, paragraph 105. The sign for *ng* and *nk*:

rang	rank	ring	ringer	rink	sing
singer	sink	king	kink	sling	slink
cling	clink	wing	swing	wink	bang
bank	banker	bankers	banquet	fling	hang
hanger	fang	spring	sprang	wrong	prong
thong	songs	tongs	throng	gang	gangway
spangle	string	slang	angles	harangue	angry
plank	pink	twinkle	wrinkle	mink	spank
shrank	frank	frankly	sphinx	lanky	languid
blank	blanket	blanks	blink	tank	drank
Yankee	cranky	trinket	ink	shank	sanction
fingers	hungry	wringer	ginger		

## PREFIXES AND SUFFIXES

*En, in, in*, followed by consonant:

invade	increase	infer	infancy	infamous	inflamm
inset	inform	indeed	insane	infringe	install
engrave	enroll	engross	envy	enrich	encase
engine	enslave	encompass	encamp	encroach	

unfit	unsafe	unfair	unlace	unreal	unseal
uncouth	unlike	unbeliever	unseen	unwilling	

*Im, em* followed by a consonant:

impeach	impress	impression	implore	impede	impair
impale	impel	impart	impossible	imbecile	impanel
emboss	embrace	embassy	embody	embark	embalm
emblem	embers	emperor	emphasis		

*Ex* expressed by *es*:

exit	extol	explode	exhale	exceed	expression
expel	excavation	examine	excess	expense	expansion

*En, in, un, em, im* followed by a vowel. Initial vowel retained:

inner	inept	innate	inaction	inhabit	enhance
uneasy	emotion	emit	emission	immersion	imagine
immensely					

43. Page 57, paragraph 107. Distinguishing negative words beginning with *im, un, in*:

Positive:

known	necessary	noticed	mature	moral
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Negative:

unknown	unnecessary	unnoticed	immature	immoral
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Suffixes:

**ings** winnings, cuttings, leavings, bearings, combings, hangings, trappings, readings, sayings, pleadings, etchings, meetings, savings, openings, dealings, evenings, sweepings, trimmings,  
**ingly** willingly, pleadingly, meaningly, cheerfully, exceedingly, lovingly, seemingly, appallingly, amazingly, piercingly, becomingly, longingly, laughingly, flatteringly, soothingly, unwillingly, feelingly, scoffingly

## BRIEF-FORM SENTENCES—UNIT 12

Page 58, paragraph 109:

1. We are putting on the market a car that is built very strong and is roomy enough to carry a number of people.

2. In reply to your letter of recent date we wish to state that the correct lists of all the books will be given to the schools today.

3. He is a young man of strong character and long experience in work of this nature.

4. On your friend's return to this country, we shall communicate with him regarding his acceptance of the position as purchaser.

5. The fall of the present market will have a big effect on the business throughout the country.

6. I am sure that among your friends there is one whose efforts will bring you the desired position.

7. Yes, the particular book you ask for will be listed among the others this fall.

8. If you will only follow the work given in your book with a little more effort on your part, there will be no complaint about your forms.

9. We should like to thank you for your friendly remarks regarding our school.

10. What else is there in the list published that you would like to purchase?

11. They think he is too young for such an important position, but we believe that his knowledge of the general business situation in the country will be of great value to us.

12. We shall communicate with the officials and have them prepare a complete report on their recent deal with the Government.

13. The present market situation will have an effect on the business for a long time to come.

14. The correct answers to every one of your questions will be explained in our next communication.

15. You must employ all your skill, strength, and force of character when presenting the charges before the house.

## WRITING PRACTICE ON UNIT 12

1. There was a waiting throng to greet the hero as he stepped from the gangplank of the boat.
2. The soda that they drank at the store was full of fruit syrup.
3. If we cannot get the goods from you, we shall go to our friends in the other states, who will surely sell us what we need.
4. This fellow is totally unfit to enlist in the navy.
5. "Where there is a will there is a way" is a famous saying.
6. If you would only follow this motto, there would be no complaints against your work.
7. We will applaud the Yankee lads when they get back from their cruise.
8. The spring fashion show will be ready for the women in about a week.
9. I believe it is very hard to get a pass for the navy yard.
10. The yellow bud the lad plucked will look well in the bowl on the floor.
11. Your friend may take a trip on our yacht with us if he will let me know before noon.
12. The football game will be played in the Yale Bowl, but I am told the team will not win.
13. If I go, I shall surely yell for the team.
14. If you have not yet given your name to the bank, I think it will be too late.
15. I cannot wait for you very long, for the train will surely leave on time.
16. Paul hit the yellow cur a whack on the head.
17. I expect the committee of the banquet to make an effort to get somebody to sing our school songs.
18. Your communication and the subject explained therein have already received some action.
19. It will be impossible to effect a friendly meeting of the two parties.



20. The young man was unknown to the general public before his work was examined and published.

21. Who was in charge of the engine room at the time of the explosion?

Dear Sir:

We have your letter of May 4. You will surely receive our spring goods before the end of this month. When you examine the several pieces that we are sending you, you will see that they are up to the mark as to make. To be frank with you, we have quoted you a specially low rate in order to get your business.

Yours truly,

### **SPECIAL DRILLS ON BRIEF FORMS AND PHRASES— CHAPTER IV**

1. Our dealings with this company have been of a very friendly nature and we expect to carry this on into the future.

2. Any unfriendly remarks about the workings of the exchange will have a big effect on the market.

3. We have not yet gone fully into the nature of the things listed on your bill.

4. The Government will bring into effect a number of important changes regarding the duties of the officials.

5. He will bring together in one bound form all the listings given in the market.

6. We receive from time to time a number of collection charges, which we should like to send you.

7. Will you change the answers in your report regarding the capital of this company?

8. We expect to clear everything when the bill of particulars is presented.

9. This office is of great importance because of its special nature.

10. I suppose you remember the strong remarks against the bill, which were made with your full knowledge.

11. He prepared a long report dealing with the strength of the complaints against the company.

12. The Government will thank the young man who returns that important communication.

13. Any remark not of a friendly character will immediately be subject to complaints.

14. Your recent acceptance is of general importance to all parties.

15. The young man who built the first car is in the employ of the Government.

16. I believe that he will make a good general, because he is a man of strong purpose.

17. I would like to have your complete report regarding your recent experience with the Government forces.

18. A communication of this particular nature from the general public will carry full force.

19. We believe that his recent experience in school will have a good effect on his character.

20. I wish to thank you for your friendly communication, which carried with it the force of your remarks.

21. If your friend will make a strong effort to keep his present situation, I shall be very glad to communicate with him.

22. Among the letters that I received this morning was a bill for my car recently built for me.

23. Nothing can force him to bring the long list of complaints before the committee in charge of this business.

24. Remember that we are giving you special values on all purchases made here.

25. I suppose that the real strength of this bill comes from its sure acceptance by the house.

26. I am not sure whether he will fall in importance in the opinion of the general public.

27. If you will follow the remarks of the committee, you will hear enough against the matter in question to make you sure that we cannot accept it.

28. The committee that will represent the public must have thorough knowledge of all questions of this nature.

29. Will you state your opinion of the people given in the list I am sending you?

30. What goods do you expect to purchase from this company in the future?

31. The official car will return next week.

32. Our state is against the question in general, but the Government favors part of it.

33. It is your duty to follow this matter up very thoroughly.

34. I cannot tell you whether my friend will return at that particular time.

35. A great number of men in that country are friendly to the present form of Government.

36. I will accept this list as correct if you will return it next week.

37. I wish to publish this letter because of the strong effect it will have on business in general.

38. The world in general cannot thoroughly agree with a man of such character.

39. I shall give you a friendly answer one week from today.

40. I shall be glad to explain my recent communication more fully upon my return.

41. There is room in our business for a young man who will make every effort to further his knowledge of our system.

#### WRITING PRACTICE ON CHAPTER IV

1. The country's leading money men and bankers helped the breaking market, not only with words but with big orders.

2. Leave a blank space between the parts of each question before going on to the next one.

3. Choose any four of the names given above, and in your answer tell enough to show that you know something about the author or the story he wrote.

4. The figures underscored show the number of people who came to this country during the year.

5. At first it was feared that the closing of the market would cause a further panic among the people.

6. All the car owners are getting their cars ready to take long trips into the country this fall.

7. We cannot see our way clear at present to sanction the issuing of the bank listings.

8. Bank workers have felt the strain immensely.

9. Many have not slept for days and have very little strength to keep up.

10. During his stay on the bench, his work has earned him the plaudits of all the members with whom he had any dealings.

11. He knows a lot about the money market, but his convictions are not backed up by cash.

12. He was the envy of all his friends because he put away a part of his weekly income in a savings bank.

13. The banks in our section of the city will open evenings before the holidays.

14. The youth rang the bell several times, but no one was seen at the exits.

15. I am indeed sorry for the wrong impression you got of that young man's character.

16. The woman has very little equity in this house and the expense in carrying it will take all her savings.

17. I want a minute of your time to ask you some frank questions.

18. I shall need about two more weeks to carry the action through.

19. The list of goods which the factory is sending weekly showed a great loss during the spring.

20. The savings bank will take care of all the money you can spare from your weekly earnings.

21. From one of your book reports, tell in about fifty words where the story took place, and who were the main characters.

22. Even the man who had his money in the savings bank felt uneasy when he heard the stories of the winnings and losings of his friends.

23. From those figures you gave in your first answer tell which are the most important to the state.

24. If you will send all communications to our home office, they will be answered quickly.

25. Such dealings immediately depress the value of other houses in the same section.

26. The recent market dealings caused many people to keep watching the ticker instead of doing their work.

27. The market was rather slow today, although the brokers were open and busily at work catching up with their books.

28. The shares handled yesterday did not add much to the already mixed situation.

29. Today was rather an orderly day, but those other days will be long remembered not only by the brokers but also by the dealers.

30. The big job of clearing up the orders was thrown on the Clearing House.

31. It is hoped that much of the mix-up will have been cleared up by the end of the day, and that the remainder of the week will not be so hard for the overworked help.

32. Although it will be impossible for us to ship the goods you ordered by May 1, we shall do our utmost to send you part of the order.

33. We wish you to see the chairs we have on the floor and also several other pieces that may be to your taste.

34. The City Bank has informed us that the check has been returned to them.

35. In order that I may know what action to take in the matter, will you let me know if you wish to take this case before the house.

36. Several of the rulings given by the house have been changed recently.

37. Fresh goods were unpacked yesterday and we believe we can take care of your wants.

38. The dealer who represents us in your city will be glad to give you further details.

39. Has something gone wrong with the motor of your car?

40. Though they say, "Everything comes to him who waits," we are still without any reply to the several letters we wrote you during the year.

41. To publish your ad in our paper you will only pay a little more, but it will reach a group of readers who have money.

Dear Sir:

We have your communication in which you ask us to take some space in your monthly school paper. We have already made up our plans for the fall semester and cannot take any more space at this time.

If you will bring this matter to our notice again in about three months, we may be able, through our general earnings, to effect the undertaking of a full-page ad in your holiday issue.

Yours truly,

Dear Sir:

In answer to your letter of May 25, we are sending you our complete list of the goods we are handling at present.

If you are in the market for anything you see among these things, we should like to call on you and quote you special rates.

All purchases made this month will be charged on your next month's bill.

We hope to be favored with your orders, and we thank you for any business you can put our way.

Yours very truly,

Dear Madam:

Spring hats are now desired by every young lady in the city. We think that you should plan an early opening of your store before other folks get busy. May we show you something else for this great opening? We were indeed happy to get the business you have given us other years, and hope to be favored again in the future.

Yours truly,

Dear Sir:

The issue of bank notes has caused an increase in the city's business.

Can you give me an hour to talk on the market's plans? If you will let me know on what day you will have a chance to see me, I shall be glad to have you examine all particulars.

Very truly yours,

Dear Sir:

Spring will soon be here. You will then be looking for a place for your family. We are able to show you such a place that will win you. If you take it, I know you can stay here for your whole vacation. You will not need to be planning every year where to go. It will all be ready for you any time you get a desire to leave the hot city.

Will you let us know when we may hope to see you? We shall await your reply.

Yours very truly,

Dear Jack:

I shall not be able to reach home in May. Lots of the fellows here are working their way through college. We shall soon get our spring vacation. I am waiting to hear from the National Bank of this city in regard to a job that will pay me to stay here. Since I am healthy, I do not need a vacation. Next fall I shall teach a dancing class in the evening.

Regards to all.

Your friend,



Dear Madam:

The books we have on sale are only shown when asked for. Mr. Page will call at your store to show you some of them if you so desire. I feel sure they will make very good reading, for the stories are true.

If you will place your name on the blank we are sending, Mr. Page will call on you early in the week.

Yours truly,

Dear Sir:

I received a notice about the opening of the National State Bank. Perhaps you, too, read about it in the papers. They are planning to teach the working class to save and become thrifty. Business is good in this city since early fall, but folks should put their pay checks in the bank; then there will be no chance to waste what they should save for future needs.

I hope you will give this letter some thought. Plan to save every day.

Yours very truly,

Dear Madam:

I am exceedingly sorry to hear that Miss Reed is not feeling well. Perhaps too much dancing at the recent school banquet was the cause for the loss of her health. I believe that a vacation of not less than two weeks far away from the city will help her greatly.

If you will let me know what your plans are before she leaves, I shall get the school sanction for her.

Your friend,

## CHAPTER V

### UNIT 13

#### THE DIPHTHONGS

44. Page 61, paragraph 112. Diphthongs:

(a) The diphthong *u*, as in *use*, *few*:

hue	human	humid	huge	Eugene	unit
unique	euchre	youth	cue	cute	acute
few	fuse	feud	fume	fuel	fury
view	views	viewed	mew	mute	muse
sinew	nephew	adieu	puny	impugn	exude
fusion	Cuba	Yule	acumen	humane	futile

(b) The diphthong *ow*, as in *out*, *now*:

ounce	owl	howl	fowl	growl	scowl
prowl	now	cow	scow	bough	prow
plow	thou	blouse	couch	vouch	voucher
pouch	crouch	vow	avow	vowed	row
rout	brow	rowdy	gout	trout	spout
pout	powder	sprout	stout	scout	mouth
mouse	spouse	brouse	carouse	frowsy	dowry
gouge	shower	tower	arouse	aroused	bout

*Out* equals *ow* may be used as a prefix form:

outdo	outdoors	outrage	outgoing	outlook	outside
outsider	outran	outwit	outlaw	outline	outset
outstrip	outfit	outfits	outfitter	outlay	outcry
outcome	outlying				

(c) The diphthong *oi*, as in *oil*, *joy*:

oil	toil	foil	coil	soil	broil
broiler	boil	boiler	spoil	doily	hoist <del>z</del>
ahoy <del>z</del>	boy	boys	coy	troy	annoy
annoyed	annoyance	toy	Roy	joy	enjoy
enjoyed	envoy	coin	loin	join	enjoin
adjoin	noise	noisy	voice	poise	moist
joist	choice	void	goiter <del>z</del>	loiter <del>z</del>	

(d) The diphthong *i*, as in *die*, *mine*. Conforms to the rules for joining circles:

Inside of curves:

lie	ply	plied	apply	applied	comply
supply	rye	ride	rides	brides	cry
fry	pry	spry	sprite	dry	try
tried	trite	fly	flighty	sly	slide
realize	pie	spy	pilot	pile	compile
buy	guy	thy	thine	sky	sigh
siren <del>z</del>	Silas	hike <del>z</del>	dike	high	higher
hired	high school	ice	hyphen <del>z</del>	ivory	hive

Outside angles:

dime	dine	tiny	chide	shine	shiny
chime	China	Chinese	pipe	fife	fire
file	files	vile	Nile	rhyme	prime
brine	crime	climb	climate	ripe	stripe
bribe	rise	price	prices	authorize	kite
priced	guide	pike	spike	mica <del>z</del>	align
malign	slice	size	sign	signer	assign
consign	design	sight	excite	excited	nice
nicer	nicely	thrice <del>z</del>	thrive	mice	miser
drive	driveway	writhe <del>z</del>	scythe <del>z</del>	blithe	white
whine <del>z</del>	wine	wise	wide	wider	widely

wipe	twice	twine	vice	cyclone	smite
utilize	united	library	license	fine	final
finally	confine	vine	fight	vital	bite
pine	spine	spite	type	dive	knife
knives	invite	typhus	tile		

Joined to straight strokes:

hide	height	nigh	die	died	tie
tire	tires	tired	retire	attire	necktie
shy	mine	miner	tide	tight	tidy
tidily	idle	idol	smile	dire	satire

Between opposite curves:

fiber	viper	guile	lichen	quire	squire
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45. Page 63, paragraph 114.

Use *a*-circle in place of broken circle in following:

life	line	might	my	quite	idea-l
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### BRIEF-FORM SENTENCES—UNIT 13

Page 63, paragraph 115:

1. Kindly write your name on this side of the letter.
2. How shall we reply to the people in regard to the public speech of the Government official?
3. If your friend will represent this company, kindly wire before he goes away.
4. We like that kind of light, but we cannot use it in this market because it is too high in price.
5. I have your kind letter, but I cannot reply to it in full at present.
6. How long will it be before we shall receive the goods that we must have for the public market?
7. If you will only call, you will find the right kind of goods you require.

8. Is the Government behind the thousands that require work?

9. When you receive the list of goods that are usually put out in the market, you will find out what a good thing it is for all in this great state.

10. I think you will be very glad if you would use this kind of light in your office.

11. There is no use of our going along, because I fully believe that we are not in public favor any longer.

12. You will not be behind in your work if you will only use the right forms given you in the course of this work.

13. Kindly wire us if you desire any kinds of goods other than those given in our list of a week ago.

14. Why not call on the company immediately in regard to the fall market, because I think the lists will be out in a week or so?

15. Your kind letter to the officer in regard to the changes that are to go into effect in the course of the year will surely find favor in this state.

16. If you agree with the opinions presented before the house, please wire immediately.

17. Why do you not wire your friend while he is going over this part of the country?

18. We expect to appoint another official very soon whose duty it will be to follow all the complaints about the shipping charges on orders.

19. All night the wires from thousands of people were coming in inquiring how friends in this part of the country were.

20. We thank you for writing to this company and inquiring about our acceptance of the special work.

21. His strength of character has put much power behind the committee's report.

22. This company looks after the wires for miles from their office.

23. It is not how much you do, but how well.

24. We think that the officials will require everyone employed here to bring a report of his former experiences in this kind of work.

## WRITING PRACTICE ON UNIT 13

1. Why do you malign him so?
2. I will broil a steak for you so that you will enjoy it greatly.
3. You will not need a guide in passing through Glacier Park, as the signs on the driveways point out every place.
4. Mr. Doyle's gift was a Chinese gong.
5. The dog growls, but he does not bite.
6. The boy scouts will help police the city parks this year.
7. We hope that every boy in this city who is of age will join them in their work.
8. You may catch trout in this stream, but there are few pike.
9. After the shower the earth will be moist, thus causing the grass to grow very quickly.
10. The spy who tried to hide in the tower was caught prowling about the wide halls.
11. Do you know if Mr. Hoyt of your city is now in favor of free soil?
12. Mr. Price will not allow the boys to use their kites, for he fears their power might pull them off the roof.
13. I wish you would write me while you are away, for you know how lonely I shall be in this place.
14. I find that if the peaches will be ripe soon we can let you have a few of them.
15. Roy will enjoy the game, but if he does not go early he will not get a good seat.
16. I think the family was out on the driveway.
17. I shall wire our nephew to call at the hotel before we leave for China.
18. If the boy is not in fine form we may have to assign some other boy to his place.
19. In this case we shall have little chance of winning the match games.
20. As the boy scouts file by, the guides will hoist the flags high above their heads.

21. Elijah will sell the white horse if he can get the price he asks for it.

22. Thrice the puny youth tried to shout to Beulah on the other side of the high hill, but she could not hear his voice.

23. The price of these fiber rugs is very low now, but there will be a rise before long.

24. We are sorry that you cannot make us better prices than those quoted in your former letter.

25. He will pick out a new site for his home when his lease is up.

26. Vice often leads to crime.

27. The price on these new guides for the files may rise before you are ready to use them.

28. The pilot will be at the mouth of that narrow stream to guide you when you fire a salute.

29. If she applies for the job, I will help her write a letter, which may win the place.

30. We believe that your camp outfit will add immensely to your safety during your vacation.

31. The light we are now using is too high, requiring lamps of a bigger size than usual.

32. We should like to know whether you are now ready to place your order.

33. We thank you for your inquiry regarding the price for guides for your files.

34. The criminal from his long experience always realizes that crime does not pay.

35. It was pointed out that many noises of our city are unnecessary.

Dear Sir:

I wrote you a letter a few months ago, inquiring about a position with your company.

In my letter I tried to convey how much I desire to join your staff, as I have a high regard for your company.



Although I am employed at present by a company in the same line of business, I would rather take my chances with you if you can possibly use me.

May I expect an early reply without delay?

Yours truly,

Dear Sir:

In reply to your letter of January 5, we would say that the signs we now have are about the size of those that we made for you before.

We shall be glad to quote you a price on any of these signs if you so desire.

Please write us what action you are taking in this matter.

Very truly yours,

Dear Jack;

Have you heard the news of the great loss, by fire, of the five-story house the other night? We live right on the other side of it and had a good view of the flames as they leaped to the upper floors. Every family was aroused from sleep, and very few were able to save anything from the fire. Most of the neighbors were glad to leave the building and to go to the homes of some friends. It did not take more than an hour for the whole house to fall in a blazing wreck. It is said that the losses among the families were very high.

Your friend,

Dear Sir:

I have your letter of April 10, in which you quoted a price on that job about which I recently wrote you. As your price is higher than that given by other companies in this state, I shall give the job to Mr. Harry Frank, who does very good work of this kind.

If you will take the job at the same rate, you may have it. I shall give you until the next week in which to comply. Do not wait too long before sending a reply, for I shall not wait even a day after that time.

Yours truly,

Dear Sir:

In your letter of May 2, which reached me this day, you inquire about Mr. Harry Crane. I have known Mr. Crane for a year or so. All I can say is that he does very good work on every job given to him.

I am convinced that you will find him ready and willing if you give him a chance.

Yours very truly,

Dear Sir:

We have your letter regarding the white signs, which you say you have not yet received. After looking through our shipping files we note that the signs in question were shipped to you on the fifth of May. They should have reached you long before this date.

We shall try to find the signs by tracing them from the shop. If we do not find them, we shall make up new ones for you.

Please wire us if you should receive them during the coming week.

Yours truly,

## UNIT 14

### OTHER VOWEL COMBINATIONS

#### 46. Page 65, paragraph 118. Vowel combinations:

eo	cameo	creole	peony	Leo	Leon	Romeo
oe	Owen	poem	Bowen	Cohen		
ao	Mayo	chaos	Bayonne	rayon		
oa	Noah	Genoa	Boa			
io	radio	folio	oriele			
oi	showy	shadowy	snowy	bowie	doughy	willowy

#### 47. Page 65, paragraph 119. Expressing any vowel after the diphthong *i*:

via	fiat	bias	dial	tiara	diary
riot	lion	pious	prior	violin	violence

diet	piety	science	alliance	appliance	miasma
sciatica	Siam	Elias	Zion	Diana	Viola
diocese	iota	hiatus			

## 48. Page 65, paragraph 120.

ia	piano	piazza	alias	hysteria	medial
	filial	labial	burial	serial	caviar
	lariat	sepia	lithia	zodiac	Julia
	pneumonia	radiator	Amelia	Algeria	Arabia
	Lydia	Ophelia	Ionia	Siberia	Olympia
ea	area	create	created	creation	cereal
	laureate	Leah	Korea	Crimea	Judea
					Olean

49. Page 66, paragraph 121. Omission of vowels.  
Two vowels not forming a pure diphthong and the circle  
in the diphthong *u*:

deity	ratio	royal	fluid	genius	genuine
theory	bayonet	chariot	mosaic	jewelry	abeyance
senior	idea	ideal	radius	insidious	arduous
tedious	strenuous	nucleus	harmonious	new	assiduous
newly	due	duly	renewal	tune	atune
music	musician	museum	amuse	amused	bureau
statue	avenue	astute	adduce	reduce	manual
annuity	amanuensis	tuition	insinuation	graduation	intuition

## BRIEF-FORM SENTENCES—UNIT 14

Page 66, paragraph 122:

1. We trust that we shall know the truth about his various deals with the officials.
2. We shall accord all orders immediate consideration.
3. Any arrangement that you have for collecting bills will be satisfactory to us.

4. It is strange that the truth about this Government deal has never been told before.
5. Our object is always to give the public the truth about our goods.
6. Will you kindly consider this company when you are about to purchase your fall goods.
7. It is strange that this report finds favor with the officials of the trust company.
8. In my opinion the state has given the matter of public markets every possible consideration.
9. You can expect a full return of every dollar that was collected for this purpose.
10. This book used for reference has effected wonders for others in this line of business.
11. Please write your first name across the acceptance and return it with the enclosed communication.
12. Please carry out our orders to the letter, and be sure to have every letter addressed correctly.
13. We cannot consider your friend for the position in question because he is too young.
14. Throughout this course it will be necessary for you to write correct forms at all times.
15. From the officials of the trust company we received a respectful reply to our recent complaint of being overcharged.
16. I trust that it will be possible for you to take advantage of every opportunity presented to you for your progress.

### WRITING PRACTICE ON UNIT 14

1. Such a course of action as given in the papers is bound to create riots in the adjoining states.
2. He will now limit his diet to cereal foods, because meats give him acute pains.
3. The poet from Genoa bought the cameo for Julia.

4. We believe that money will be quite cheap for a long time to come, and genuine buying will receive much consideration.

5. I received a letter from the new owner of the house, who said it was out of the question to appoint a new man to represent him in this city at this time.

6. We are pleased to hear that he took advantage of the opportunity to renew his lease for the coming year.

7. The full scope of his ideas will not be disclosed until he addresses those whom he will call together.

8. If you had an option to renew the lease on your store on the avenue, you have prior rights to remain there.

9. The right kind of diet is vital to healthy teeth.

10. The senior class is arranging for a genuine "get-together" night before graduation.

11. The famous Ideal radio gives not only a true tone but increased power.

12. The health commissioner ranks diet above the toothbrush in importance, without minimizing the value of the latter.

13. This new car is an ideal gift for all the family.

14. He took several days exploring the new park area on foot and riding on horseback over its trails.

15. The park commissioners are authorized to lease for two years at a time to owners only the area on which their homes are built.

16. There are only a few settlements in the area required for park purposes, and these people will be employed in various duties in the park.

17. New cars must be supplied with new number plates.

18. Owners will not have to wait until the first of the year to attach new plates to their cars, but will be permitted to do so as early as December 16.

19. While looking through my diary the other night I thought that some day I should like to write a book about my experiences.

20. At our next class night several arias from well-known operas and

a few violin and piano solos will be given for the enjoyment of our friends.

21. To know the purpose of your work adds new force to your efforts.

22. The one great need of this age is to get the right idea about work and its relation to life.

23. Although the task that was given to the boy was a tedious one, he complied with what was required and did not ask us to reduce it.

Dear Sir:

I should like to use a few boys in our factory for filing our business letters. They must have some idea of our line of work.

We wish only the right kind of boys to apply—boys who have the correct point of view of the business market.

Please write or wire us when you find the right type of boy for this kind of work.

Yours truly,

Dear Sir:

You will say that no news is good news, but this does not apply to our new price list, which you will find enclosed.

When you realize the savings you can make on this genuine sale, you will write for a six weeks' supply of goods. We are ready to supply your needs by quoting you a very low price for all cash sales.

Yours very truly,

Dear Sir:

I think it was wrong of your friend to waste all these years working in that factory. The place was not ideal and the work was of a strenuous nature. He is not in good health now, and should be permitted to take a few weeks' vacation.

I believe if he could change his position he would enjoy life much more.

Yours truly,

Dear Sir:

I tried to point out to Mr. Bryan how nice it would be if he would put his new idea to some good use. He said he was waiting to hear what the boys at the factory thought of it before trying it out. It is now more than two weeks, but I have not yet received a letter from him. Do you know if he said anything about it at the meeting?

Yours truly,

## UNIT 15

### OMISSION OF SHORT U AND OW

50. Page 68, paragraph 124. Short *u* and *ow* in the body of a word before *n* and *m*, and short *u* before straight downstrokes:

run	runs	fun	funny	gun	begun
sun	sunshine	sunset	ton	done	come
chum	dumb	drum	thumb	gum	sum
summer	lunch	luncheon	punch	punish	plunge
pumice	legion	million	column	album	clumsy
bunch	thump	lump	jump	jumped	pump
clown	brown	gown	town	towns	drown
crown	pounce	flounce ✓	bounce	announce	renounce
drunk	junk	shrunk	rung	sung	sunk
sprung	strung	tongue	lung	bungalow	stung
rush	rushed	crush	brush	clutch	flush
slush	touch	touched	judge	judges	judged
drudge ✓	grudge	begrudge	trudge	alumnus	trunk

51. Page 68, paragraph 125.

NOTES: (a) Short *u* is not omitted in such words as *numb*, *nun*.

(b) The omission of the vowel between two horizontal straight strokes is indicated by a jog, as in *announce*.



52. Page 68, paragraph 126. The vowel is omitted in the termination *sume*, as in *assume*, *assumption*, *resume*, *resumption*, *consume*, *consumer*, *consumption*, *presume*, *presumption*

## JOINED PREFIXES AND SUFFIXES

53. Page 69, paragraph 127. The syllables *per*, *pro*, *pur* are expressed by *pr*:

<b>per</b>	permit	permission	perhaps	perplex	perform
	performed	performance	perfidy	pervade	permeate
	persons	perfection			
<b>pur</b>	purge	pursue	pursuit	purvey	purple
	purview				
<b>pro</b>	provide	profane	profile	profession	professional
	promotion	process	proper	properly	provision
	pronounce	profess	professor	promise	promises
	promised	prolong	prove	proofs	profit
	profitable	procession	progress	progressing	

54. Page 69, paragraph 128.

NOTE: When *pro* occurs before an upward character or *k* it is more convenient to insert the vowel, as in:

procure	procured	produce	produced	proclaim
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*Pre.* Always is written in full:

precious	premium	precision	precede
prefer	preference	previous	previously

*Ble.* Expressed by *b*:

notable	payable	landable	excitable	sociable
suitable	peaceable	salable	eatable	irritable
irritably	immutable	readable	seasonable	available

debatable	assignable	formidable	table	stable
scramble	syllable	honorable	ramble	liable
pliable	reliable	durable	miserable	noble
horrible	humble	thimble	nimble	terrible
scribble	trouble	visible	sensible	credible
audible	incomparable			

### Brief-form derivatives:

acceptable	agreeable	answerable	believable	callable
changeable	collectible	desirable	favorable	favorably
forcible	forcibly	likable	lovable	mailable
marketable	questionable	unquestionably	receivable	remarkable
respectable	valuable			

### *Ple.* Expressed by *p*:

people	ample	sample	simple	example	scruple
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### *Ment.* Expressed by *m*:

amusement	judgment	basement	apartment
moment	equipment	treatment	settlement
statement	shipment	monument	employment
statements	attachment	agreement	augment
enjoyment	elements	sediment	appointment
element	experiment	assessment	supplement
ligament	commencement	ailment	payment
announcement	excitement	achievement	garment
requirement	document	compliment	punishment
enrollment	wonderment	discouragement	movement

NOTE: The four words *cement*, *raiment*, *lament*, and *comment* are written in full.

## COMPOUND JOINED PREFIXES

55. Page 70, paragraph 129. Two or more simple prefixes may be joined:

inform	conform	comfort	unforeseen
unforgiven	uncommon	uncommonly	unconscious
unexpected	unimportant	uninformed	unemployed
inexpensive	inexperienced	incomplete	improbable
recognize	recommend	recompense	compromise

## BRIEF-FORM SENTENCES—UNIT 15

Page 70, paragraph 130:

1. Your future success in this work is only possible if you make regular daily progress.
2. No publication except ours deals so fully with the subjects of the general course.
3. We shall accord every order received our personal care and consideration.
4. Our object is always to give nothing but perfect goods of the right kind.
5. In a strong organization like ours we employ only experienced men whom we can trust in every respect.
6. The charges against the officials are of a serious nature and cannot be overlooked by the Government.
7. We regret very much indeed that we were forced to return the imperfect goods shipped recently.
8. The public has expressed its confidence in the present organization by appointing one of the regular officers to represent them before the house.
9. The director of the company will probably stop the further publishing of all personal correspondence given in confidence.
10. His success with the special marketing problem is excellent proof of his skill in handling the situation satisfactorily.

11. I suppose that the company will want further proofs of his dealings with this house.

12. The report covered the direct problems under consideration by the several states.

13. The bad state of the market at present has stopped many business houses from employing their regular force.

14. Excellent reports from all parts of the country are being received about the general business situation.

15. We regret that we cannot ship the goods except on the regular dating accorded others.

### WRITING PRACTICE ON UNIT 15

1. The business world has received a serious shock in the recent market selling excitement.

2. I have several thousands in the savings banks, on which I need more income, as I may be forced to retire from my regular work.

3. Although the situation is not so bad at present, a further rush to sell out is quite possible.

4. In my judgment the requirements for that position are very suitable.

5. The committee states the announcement was received too late for consideration.

6. As long as I have been with this organization, I have performed my duties satisfactorily.

7. It is very likely that the market will now witness a more vigorous recovery.

8. It is well to remember that, although a good-sized rally may be in the making, it is better to buy along the lines pointed out, rather than purchase shares supposed to be selling at their low price.

9. It will be out of the question to see you when you stop in our town, but I shall be pleased to give the matter of your employment proper consideration.

10. Our pledged assets permit owners to enjoy an excellent income.
11. We think the market is in the same position as a man with a broken leg, who cannot be expected to get up and run.
12. Capital is still available from the banks with no serious effects from the recent break in prices.
13. We regret to inform you that it is totally out of the question to promise a suitable settlement at this time.
14. As near as I remember, you have been given what most of our regular dealers receive.
15. A simple and inexpensive luncheon would be an excellent way of recognizing his valuable efforts.
16. The judge considered the charge of a very serious nature and made an example of the prisoner.
17. Our course will help you to earn more by giving you the most valuable equipment that a business man can have.
18. The Owen attachment will not only add thousands of miles to the life of a car, but it will treble the motoring satisfaction to many owners.
19. Market prices and real values are not always in accord—rarely so—and that is true both ways, up and down.
20. There was ample proof that the mails had been used in promoting the allied companies' deals.
21. It is little known, but the making of footwear from used tires has become a profitable business.
22. The Senate has urged the Radio Commission to prepare a schedule for a license fee to be charged to the communication companies.
23. He was so miserable that he would often walk up and down in his apartment throughout the night because he could not sleep.
24. There was a rather remarkable performance at the theater yesterday, and the music was excellent.
25. In writing a business letter, simply write as you would talk. Say in a few words as much as possible, and make your meaning clear to the reader.

26. Special precautions should be taken with respect to important letters and documents.

27. Hard problems often have an easy solution when you know where the trouble lies.

Dear Sir:

I thought you might like to see our new line of lights, which should be used in your new home. I am enclosing a list stating the prices on each of them. You will find the prices are not very high.

I should like to show you some of these new lights. If you will call at my store you can see how fine they are.

Yours truly,

Dear Sir:

Your wife wired me that you wish to buy a house if you can find one at the right price. I think I have one that will suit you. It is two stories high. It has an open fireplace too, which the whole family can enjoy.

Permit me to show you the plans of this place. Will you kindly write or wire me stating when I may meet you?

Yours very truly,

### **SPECIAL DRILLS ON BRIEF FORMS AND PHRASES— CHAPTER V**

(Including paragraphs 115, 122, 130)

1. We shall give every mail order you send in first consideration.
2. Our object in requiring this arrangement to be put in force was to make any further complaints impossible.
3. It is strange that the truth of the official's deal with the Government has never been told before.
4. There are various other points that will have to be considered and explained before the full report is presented before the house.

5. All possible arrangements have been effected to bring about a complete change in the market situation.

6. There is some advantage in dealing with a house that is always in a position to arrange for more capital.

7. We shall organize a full course in this system of writing next fall.

8. We are sure you will find the course in accordance with the wants of the business world.

9. It is important that you send your acceptance of this course either by word or by letter.

10. When you have a thorough knowledge of this system, you will agree with others that it is better than any other system now in use throughout the world.

11. We ask that you follow the forms given in this book during your course; then your work will be satisfactory.

12. In accordance with the arrangement through correspondence, all orders received will be accorded immediate consideration.

13. I believe the trust company will receive a respectful reply, from the Government, to their recent report on capital.

14. I believe that he will bring the correct bill direct to you when he ships the goods.

15. I think the arrangement will surely find favor with the officials of the company, as it will be satisfactory to all parties.

16. Your communication on this point will be of great value to the organization.

17. The business reports throughout the states are thoroughly satisfactory so far.

18. In reply to your recent correspondence, we desire to state that we cannot publish the work until next fall.

19. If this is satisfactory to those representing your company, please wire immediately.

20. In my correspondence I told you that I did not want the goods at the end of the month.

21. If it is your object to ship goods immediately after ordering, you



must give us better dating to cover the time when we have no use for such goods.

22. It will be an advantage if the correspondence covers the question fully.

23. The list of names of those who favor the organization will be put before the public soon.

24. He put a great deal of effort and time into the organization of this company.

25. We find that the character of his work was not good enough for such an important office.

### WRITING PRACTICE ON CHAPTER V

1. The situation will not be finally cleared up until money trusts are forced to make public statements of their earnings and have their books examined as are those of the national banks.

2. The market will never again offer the opportunity for "clean-ups" as it did before the recent break.

3. The air ministry announced that the flight would probably be made next Saturday if the weather permits.

4. Russia is solving her grain problems by employing her prisoners at regular wages on the state areas.

5. The question of a world bank should have been considered from a banking viewpoint.

6. I urge you to consider each person before making your final allotments of tickets for the luncheon.

7. The committee has taken under consideration the various changes that it will be asked to recommend.

8. More than a million school children and their teachers will formally accept the Kellogg peace pledge.

9. The pledge will be read at the regular sessions and will be explained to them.

10. The pledge is accompanied by the following statement: "If this

agreement is to carry out its purpose, we and other nations must accept it; we must clothe faith and idealism with action."

11. All the forces of every nation must unite in this great undertaking in order to achieve success.

12. If the nations plan to follow its meaning, the peace pledge will launch a new era in human history.

13. Many men face the common problem of how to create an estate and how to assure one of an income when their earning days are over.

14. The announcement of the conference of labor leaders and Government officials had behind it a purpose much more far reaching than the statement issued yesterday.

15. The director of the Bankers Trust Company made the statement that the great crash in the market was due to the manner in which the tariff question had been considered in the Senate.

16. No sensible man for a moment would assume the truth of this statement.

17. I desire to ask whether the director could not be brought before your committee and asked to explain why he has reached such an opinion.

18. It was said at the White House that the call for the conference would probably be issued next week.

19. An opportunity awaits the woman who can make her choice from our collection of fine furs at prices that spell an opportunity in fashion, value, and saving.

20. Various problems have been treated in the recent report of the committee.

21. They recommend a study of the report as a whole to all who are faced with the problem of business organization.

22. Our success is possible only by hard effort, consideration for others, confidence in each other, and a desire that the several human parts work in harmony together.

23. Consumption of goods has been greatly reduced through the immense losses caused by the market slumps.

24. The governor assumes the moment has come to carry through the idea of expansion by way of an immense increase in the shipment of goods to other countries.

25. The announcement of Commencement night will be available probably before the examinations are finished.

26. The only way by which you can hope to get power in perfecting your knowledge of this art-science is by assiduous writing and reading.

27. There was a horrible explosion on the excursion boat, in which many people were hurt in their excitement and rush to get off.

28. Without any trouble a visitor to our city can find many places of amusement.

29. If you pursue the study of this system of writing with a proper performance of your daily assignment, you will make progress easily and your success will be assured.

30. There is a great deal of buying power in the country and the people should be permitted to use their own judgment.

31. Always beginning things and never finishing them is like pumping water out and letting it run back.

32. The wise people in the city are the ones who daily use the open-air trains in getting downtown on time.

33. This method of reaching the various parts of the city is recommended to shoppers and theater goers also.

34. Use your toothbrush daily in order to reduce the cloudy film on your teeth.

35. I have serious misgivings about raising the requirements for the pursuit of this course.

36. The appointment of the judge by the governor was formally announced in all the evening papers.

37. The leaders promised to effect a quick settlement between the workers and the mill owners.

38. The work on the new factory is now progressing smoothly, and everything will be done for the personal health and welfare of the men who will be employed there.

39. The omission of a figure in your monthly statement will change the sum of the whole column.

40. Thousands of young men are classed below their natural level because they use bad grammar.

41. A radio performance coming over the Ideal is true in tone, because the company has applied years of experience and achievement to its perfection.

42. Most of the successes of the future—successes to be scored by young men now coming on—will be made in tackling new problems.

43. Snap judgment and luck are given a great deal of importance nowadays; we hear of men who decide important problems on the spur of the moment.

44. Although people are finding fault with the style of play that has marked most of the big football games so far, there is little abatement in the rush to see college games.

45. The editors conceded that the nation has grown cautious and they offered proof for their claims.

46. A committee was appointed to eliminate the "death-bed" gamble from the teachers' pension law.

47. From the speaker's remarks it was plainly seen that she does not favor the visits of the children, singly or in groups, who come to the museum without any purpose in view.

48. The ex-governor is considered well equipped to assume the direction of the affairs of the college, because he has been in close touch with its work.

49. A special department of the national organization will supply camp and personal equipment to girl scouts at prices that will bring very little profit.

50. If we do not hear from you in ten days we shall assume that the shipment has been received in good order.

51. We are confident that you will receive promotion for your efforts and trouble in bringing the matter to a satisfactory close.

52. Will you kindly send the man who represents you in this section of the city to consider our lighting problem.

53. You may be assured that all our efforts will be used to close the matter satisfactorily.

54. We are getting our share of the tire business in this town, because car owners realize that our prices compare very favorably with those in the big cities.

55. While the fixtures we have in our store were suitable at the time of organization, they are now out of date.

56. Beginning today the auto license plates for next year will be available to the public at many places.

57. The department stores were forced to add help to meet the huge holiday rush.

58. Each month this year the sales have been better than those of the corresponding month a year ago.

59. In compliance with the public needs, we announced lowered furs at our sales to meet the problem of lowered finances.

60. Every moment has its duty and its opportunity.

61. Few people realize that the stealthy-footed coolies in Japan, China, and Korea wear shoes with rubber soles cut from tires, which perhaps were junked months before in the States.

62. Our course will help you to earn more by giving you the most valuable equipment that a business man can have.

63. The young man was deeply touched, and was aroused to see his folly and to realize his opportunities.

64. More and more must those in charge of a business recognize the human element in men and women.

Dear Sir:

Please quote us your prices on your new white dress goods. We are planning a spring sale at the opening of our new store and should like to have several new styles on hand to show.

We shall be pleased if you will give this letter an early reply, or send us samples from which we may make our choices.

Yours truly,

Dear Sir:

Permit me to point out to you how you can find your business papers with very little effort and trouble. Use our files. Even a little boy without any experience can find the right papers very easily.

The price is not high if you buy now. Why not try one of our files for a week? If you will drop a line, we shall be glad to supply you with a file. You should write for it now, as we have only a few left.

Very truly yours,

Dear Sir:

I realize that you are now looking up a place where you can go next vacation. Perhaps the enclosed plan will help you. This place is opening this summer. You can enjoy a fine view from any point along the road. Everything is very lovely here and I know your whole family would enjoy staying for weeks.

If you will sign the enclosed blank, I shall write you more fully upon its receipt.

Yours truly,

Dear Sir:

Have you ever realized what a fine thing it would be to have your family move away from the city? What means have you taken to give your boys and girls a chance to enjoy life in the open? What do you think of the idea of a nice home for your wife, where she would find life as it should be?

Right now, all along the roads through this country, lots of every size are for sale that can be bought at a price that is quite low.

We should like to have you take a trip out here some day this spring to see what can be bought for very little cash. If you wish, we can point out to you a few nice lots, the kind that would make a fine site for a home.

If you will fill in the enclosed blank, signing your name and address, we shall await you at the train.

Yours truly,

Dear Sir:

We fully realize that our loan is now overdue more than a month. We are under the impression that you have no immediate use for this money, and if such is the case we should consider it a great favor if you would permit the sum in question to remain as a loan for another year.

Our business is increasing steadily, and with the approaching holiday rush this money could be used to advantage in purchasing suitable goods for our special sales.

If you can arrange to put this into effect, we shall be glad to pay you a special bonus on the loan.

Will you kindly inform us of your decision as soon as it is possible for you to do so.

Very truly yours,

Dear Sir:

We regret exceedingly the annoyance and trouble you have been caused by an erroneous shipment of goods. The error was due chiefly to your failure to have the numbers in your order correspond with the goods you really wanted.

We are making another shipment today to conform with the regular quoted list. If you cannot use the boots and rubbers already in your possession, we should like to have you return them at our expense.

Yours very truly,



## CHAPTER VI

### UNIT 16

#### BLENDED CONSONANTS

56. Page 73, paragraph 134. Blended consonants:

<b>-ent</b>	\paint	painter	\paintings	faint	quaint	\dainty
	grant	plant	slant	scant	pantry	rent
	rental	parent	\apparent	lent	talent	plenty
	sent	assent	\sentry	cent	peasant	truant
	aunt	haunt	hunt	print	sprint	flint
	hint	squint	winter	\wintry	event	inventory
	joint	annoint	giant	pliant	gaunt	\convent
<b>-end</b>	band	land	planned	\sand	errand	brand
	brigand	lend	blend	rend	trend	fastened
	bond	blond	pond	trained	strained	gained
	bind	lined	blind	signed	consigned	dined
	grind	wind	window	windmill	kindle	fiend
	\owned	groaned	loaned	\moaned	enjoined	\second

Short *u* and *ow* are omitted in the body of a word:

round	around	found	foundry	profound	sound	
\soundings	ground	crowned	\unsound	astound	fund	
refund	stunt	grunt	brunt	front	count	
-emt	prompt	promptly	exempt	exempting	unkempt	exemptions
-emd	deemed	seemed	streamed	steamed	screamed	dreamed
	trimmed	aimed	lamed	claimed	shamed	ashamed
	\tamed	framed	crammed	slammed	hemmed	rhymed
	primed	chimed	roamed	foamed	doomed	bloomed

NOTE: Short *e* and short *i* are omitted from these blends at the beginning of words:

entry	empty	entail	Indian
\ induce	indulge	\ entice	entwine

57. Page 74, paragraph 136. Expressing combination  
*ld*:

old	older	bold	bolder	boldly	\ fold
folder	unfold	sold	unsold	hold	holder
holdings	cold	colder	scold	smolder	mould
mouldings	build	builder	buildings	filled	killed
\ thrilled	bewilder	field	yield	shield	sealed
appealed	failed	entailed	detailed	herald	child
childlike	childish	wild	wildly	held	felled
settled	unsettled	✓ compiled	soiled	\ spoiled	foiled

Page 75, paragraph 137. *Morning and night* phrases.  
Expressed by *men* blend joined to days of week.

Sunday	} morning	Sunday	} night
Monday		Monday	
Tuesday		Tuesday	
\ Wednesday		Wednesday	
Thursday		Thursday	
Friday		Friday	
Saturday		Saturday	

### BRIEF-FORM SENTENCES—UNIT 16

Page 75, paragraph 138:

1. You must give particular attention to the forms given in this book and you must follow them to the letter if you want your writing to be satisfactory.

2. We are enclosing the invoice for the goods shipped to you under another cover.

3. I wish to acknowledge receipt of the correspondence directed to our office in care of one of the persons employed here.

4. You will oblige us very much if you will send a remittance for the invoice mailed you a week ago.

5. If you give our inquiry special attention and favor us with an immediate reply it will enable us to publish the entire book without any further delay.

6. Allow me to suggest that you appoint another person in charge of the stock room.

7. Personal attention is accorded every order received by this company.

8. We regret very much that we are unable at this time to send you a remittance for the stocks charged to our company.

9. We have under consideration your suggestions for the drafting of the official report on the industrial stock recently put out on the market.

10. Our house requires a receipt from the receiver as soon as the express company brings the goods.

11. What is the Government's stand regarding the recent stock deals?

12. I want to express my confidence in the success of the individual appointed to be in charge of the necessary arrangements for receiving the officials.

13. I should like to call in reference to that new company that wants to handle our goods in this particular state.

14. The person in charge of our correspondence must always copy the letter before he sends it out.

15. We cannot allow anything on this invoice.

16. I would suggest that you send us a draft for the entire debt instead of remitting in part.

17. The individuals employed in this industry are accorded every opportunity for personal progress.

18. My recent communication was in answer to the various suggestions I received on the subject of capital and industry.

19. The entire matter was respectfully referred to the house committee for consideration.

20. We have several individual charges outstanding to which the collector's attention will be called.

### WRITING PRACTICE ON UNIT 16

1. There are many sound tax-exempt bonds on the market that will yield a fair yearly return.

2. An inventory of the stocks was taken and filed with the auditors, who are preparing a statement.

3. You should give plenty of time to these blended strokes and write them with the proper slant.

4. Most of the store owners have signed their leases, though the rent is high and the end of the season is not yet at hand.

5. Holland is a land of dikes and windmills.

6. These high dikes prevent the sea from flooding an immense area of land.

7. Owing to the sea winds, many of the days are cloudy, and it rains more than half the time.

8. The Giants will not play today because of the wintry chill in the air.

9. I fear that Andrew will not know how to make the entry of the sales in the day book.

10. There are plenty of shells on the sandy shore of India.

11. He guided me to the museum, which was empty at that hour, but he could not entice me to go in alone.

12. The work was well planned, but it appealed to none of the workers at the foundry.

13. We steamed to the doomed ship and reached it before day dawned, thus saving many human beings.

14. During the months of June, July, and August there will be a special allowance from the rental of these apartments.

15. The first printing of this book was sold out long before the second was announced.

16. You will find the signed letter filed in a folder marked with the individual's name.

17. I fear that the detailed plan you sent me is not sound in theory.

18. We are always ready to refund money on goods that are apparently not up to the trend of the fashions.

19. The company is building a new foundry on the water front near the sound.

20. The young man has filled the position to my entire satisfaction, and it is apparent that he was well trained in your school.

21. The trend of the styles this season is rather unsettled.

22. I suggest that you put in your winter's supply of coal, as prices will probably rise before the cold weather comes on.

23. We are always pleased to grant a special allowance from the purchase price if you pay cash for your goods.

24. Your financial statement will be held in confidence and will not be revealed to anyone.

25. There were more than a thousand landing fields in this country at the end of June.

Dear Sir:

We are pleased to inform you that our agent, Mr. Weeks, will call on you in a few days. He will show you the new line of goods we are now handling, and I am sure you will want to get a supply for the winter season. We are sure the prices will please you too.

Yours truly,

Gentlemen:

We have sent you a list of goods that are now on sale at our plant. I believe there are many things on this list that will please women.

Will you please check the enclosed list, and we will ship them to you promptly.

Yours truly,

Dear Sir:

The book of plans mentioned in your letter was sent to you on the second of the month. We cannot explain why you have failed to receive it. We want you to own one of these books and are shipping you another copy today.

We hope you will receive it in plenty of time to make your choice of the building planned.

Yours truly,

Dear Sir:

I want to call your attention to our new schedule of prices, which will be out on November 15. I am enclosing a list of these new prices.

If you get your letters in today, your goods will be shipped the next morning and you may pay for your shipment next month at the new prices. I shall be pleased to fill your wants promptly. May I hear from you soon?

Very truly yours,

## UNIT 17

### JENT-PENT, DEF-TIVE BLENDS

58. Page 77, paragraph 140.

<b>jent-d</b>	gentle	gently	genteel	✓Gentile	gentry	regent
	\diligent	diligently	cogent	pageant	\stringent	legend
<b>pent-d</b>	spent	rampant	carpenter	spend	expend	expended
	opened	happened	appendix	cheapened	depend	dependent
	ripened	stipend	pending	impending	sharpened	

<b>def</b>	defeat	defy	edify	edifice	deface	defer
	define	defined	defame	deficit	defend	defense
	defraud	defray	default	defile	deflate	defacement
<b>dev</b>	devout	device	devices	devote	devoted	devotion
	endeavor	devise	divide	divided	division	divorce
<b>-tive</b>	native	motive	captive	creative	restive	festive
	positive	positively	sensitive	sedative	octave	primitive

## BRIEF-FORM SENTENCES—UNIT 17

Page 78, paragraph 143:

1. Please have your agent state a definite time when I shall call.
2. Do not put off for tomorrow that which you can do today.
3. I believe there is very little difference between this system and that in the other states.
4. You should use a different form in the business letters you write.
5. We call the attention of your agent to the draft, which we enclose and which we want drawn in our favor.
6. When you are about to move, my friend will deliver a letter addressed to your agent.
7. I believe you will not be mistaken in trusting this agent, for he brings a very good reference.
8. Please ship all the goods on order tomorrow, as they should appear in the market soon.
9. The Government will deliver the mail about a mile from the office.
10. The dealer's remark that he did not remit will have some effect on his future credit.
11. If your friend has any influence at all, he can put into effect the new credit bill.
12. We never allow our agents to collect any charges when delivering goods.



13. Where was the agent while you were standing near the house?
14. You should give our publication more consideration because of our long experience in handling the different industries of this country.
15. Why did you not tell the agency to enclose the draft in your recent letter?
16. I suggest that you appoint a responsible individual to represent you on the committee.
17. We generally deliver goods immediately upon receipt of your order.
18. It appears to me that there are altogether too many mistakes in the shipping directions.
19. It is the spirit that you put into your work that brings success.
20. The strength of this system is expressed in the character and beauty of its writing.
21. We stand on the quality of our goods.
22. We believe that in this instance you should favor the other individual.
23. We must move most of our business from this state before long.
24. It is a rule of this office that all correspondence should be addressed directly to the company.
25. I cannot approximate the number of positions to be listed until this matter is gone into more thoroughly.

### WRITING PRACTICE ON UNIT 17

1. Your success depends upon the time you devote to the work assigned to you daily.
2. If you wish to possess talent in this art-writing you must have a cogent motive and a definite aim in view.
3. You must not allow anything to divide your attention from your desire of becoming well trained.
4. Many men and women have reached the goal of perfection through a definite motive, and you can do the same.

5. The police are on duty all day, rain or shine, and are ready in an instant to go to the defense of the public.

6. The windows in the room must be opened every day or the health of the boys will be menaced.

7. I spent all my time today sending out notices of our removal.

8. The classes were divided and sent to different annexes so that no one would depend upon his neighbor for help.

9. If the natives lose confidence in our rule, they will defy you, and the state will have to hasten to the defense of the regent.

10. If you will appoint a definite time this month for the organization meeting, we may devise plans that will help all.

11. The work will be divided between these gentlemen, for the basis of the system is well known to them.

12. We endeavored to find out the approximate time devoted to creative teaching in our schools.

13. The committee is endeavoring to find out what happened to the funds that were supposed to have been spent in outfitting the teams and defraying their expenses.

14. Several natives rushed to the defense of the captive.

15. The gentle treatment accorded the natives by the regent has removed the impending trouble.

16. Several new stores have been opened recently on the avenue.

17. Our books will show a deficit on this year's inventory, because of the deflation of the stock values.

18. He spent most of his time in devising schemes to defraud the public.

19. There appears to be a division of opinion on the motives that prompted the captive to such action.

20. The carpenter was devoted to his family, but barely earned enough to take care of his dependents.

Dear Sir:

Allow me to call your attention to your note of May 2. Please wire us the money before that date, as it will make a difference in our books.

Will you please fill out the enclosed blank, so that we may get the papers ready for the division agent.

Very truly yours,

Gentlemen:

Please quote us prices on your full line of wire in all sizes. We have your folder, which you sent us some time ago, listing the different goods you keep.

If you are not handling any of these numbers this year, will you kindly inform us about it.

Yours truly,

✓  
Dear Madam:

A play will be given by the Agents' Division of the Weeks Company on the evening of May 2. Dancing will follow the play.

We are trying to call the attention of our friends to the fine work that this division is doing in making others happy and in supplying the wants of the needy in our city during the winter months.

You have helped us in this cause before, and we know that you will not fail us this time, but will give once more.

We thank you again for your kind help.

Yours truly,

✓  
Gentlemen:

Will you kindly send us, on the enclosed blank, a list of those ladies and gentlemen teaching history in your college? Can you also favor us with a list of books used in this course?

We have spent much time and study on our new book and feel sure it will be of great help to those teaching this subject.

We shall be glad to send you an early issue as soon as it is ready.

Yours very truly,

## UNIT 18

## FREQUENT WORD-BEGINNINGS

**59.** Page 80, paragraph 145. The vowel is omitted in the prefixes *be, de, re, dis, mis*:

<b>be</b>	beneath	began	begun	beginning	betray	below
✓	besides	belong	beloved	bemoan	bestow	behead
	bequeath	beseech	behave	bewitch	behold	bedeck
	begrudge	bedaub	beguile	behave	beheld	belate
<b>de</b>	-depend	debar	deceit	depart	depress	deprave
	delay	derail	despise	debate	decision	debase

NOTE: Insert the vowel before *k, g*, as in *decry, decrease, decree, decay, degrade*:

<b>re</b>	repair	reform	revise	resign	reside	rejoice
	recite	refute	recede	refund	repent	refrain
✓	rebate	recover	reprint	respond	rebound	review
	revision	reason	reasonable	reception	replacement	reproach
	reprove	rescind	republic	resolve	replenish	repress

NOTE: Insert the vowel before *k, g, r, l, n, m, t, d*, as:

rewrite	relieve	relief	remote	<del>retard</del>	redress	
recast	regain	<del>renown</del>	relate	retail	renew	
<del>removal</del>	redirect	release	reinstate	retire	reduce	
<b>dis</b>	dismiss	discover	disband	disorder	dismay	<del>disguise</del>
	discredit	displease	disregard	discreet	discretion	dislike
	discharge	disarrange	disclaim	discern	disarm	display
<del>discourse</del>	dissolve	disgrace	dispel	discourage	dispatch	
<b>mis</b>	misgiving	misapply	misprint	misfit	mistrust	
	mishap	<del>misgovern</del>	misquote	misinform	miscount	
	misnomer	misery	miserable	mislaid	<del>misrepresent</del>	

## PHRASING PRINCIPLES

60. Page 81, paragraph 148. *Had* following a pronoun:

(I had) he had, (they had) we had, you had, I had been, (he had been) they had been, we had been, you had been, I had been able, he had been able, they had been able, we had been able, you had been able.

61. Page 81, paragraph 149. Expressing *is-not* and *was-not* contractions:

it is not	there is not	it was not	there <del>was</del> not	he was not
I <del>was</del> not	it isn't	there isn't	it wasn't	there wasn't

## BRIEF-FORM SENTENCES—UNIT 18

Page 81, paragraph 150:

1. We have had satisfactory returns from our advertisement in this newspaper on a previous occasion.
2. I suggest that you always keep a record of the quantity of merchandise you ship to the different dealers.
3. I suppose that some improvements will be effected in our educational system before long.
4. Hundreds of people have asked for our recent catalogue to determine what purchases to make.
5. It would be a pleasure to send you a copy, in which we are listing the merchandise we are now putting before the public.
6. By referring to it you will find very little difficulty in determining upon the proper things to give to your friends as presents.
7. You may use for any inquiry the enclosed addressed envelope at your pleasure.
8. You can insure your house for its real value by sending us full particulars about it.
9. I would not acknowledge my acquaintance with such a character.

10. As soon as we have sufficient proofs of the serious charges against the official, we shall present them to the Government.

11. Although the arrangements are still very indefinite, nevertheless there is nothing that will stop the progress of this organization.

12. I believe it is a serious mistake to accept the charges without first giving the individual an opportunity to clear them.

13. Can you tell me the approximate date when the catalogue giving the fall courses will be out?

14. Please remember this newspaper when you again have occasion to advertise your merchandise.

15. We always allow our dealers to inspect goods shipped before accepting them.

16. We cannot determine until next week what to do as to the question of the credit organization.

17. You must refer all questions in regard to the merchandise to the company direct, and not to its agent.

18. Please have the envelopes addressed directly to the company and not to any of the individuals representing them.

19. It is difficult to determine definitely what system should be put in use until we first teach the different systems a given time.

20. My long acquaintance with this official has clearly shown me that his character is without fault.

### WRITING PRACTICE ON UNIT 18

1. As the soldiers filed by the reviewing stand, every man was in perfect step.

2. Mr. Arnold went around the city looking for a brown house with a stone front, in which his friend resided.

3. I believe the head officer of the sugar trust will resign before the truth of his actual deal is revealed to the public.

4. I have serious misgivings about the soundness of his judgment in debarring the young man from taking this course.

5. The mayor responded to the salute of the leader and then the lines disbanded.

6. During the holiday season your display windows should be changed every few days.

7. You should review your work thoroughly before preparing to recite.

8. I would suggest that you dismiss that individual because he has misrepresented and misquoted the officers of the organization.

9. We receive as many as a thousand repair jobs of various kinds in a single day.

10. The agent was not very discreet in dismissing the carpenter whom he disliked.

11. The creditors were defrauded by an officer of the trust company who misapplied the funds.

12. They have very little hope of recovering any of their payments, or any redress to bring the case before a judge.

13. The letter was sent several days ago, but was not received in time for a prompt reply.

14. It will be difficult for me to make any direct arrangements that will suit the recorder, so I have decided to deliver the books personally.

15. The meetings will be held regularly on the first Monday of each month, beginning with the month of March.

16. The entire front of every one of the buildings of our plant is to be painted a light brown, and the work is to be begun soon.

17. No reason was given why the editor of the daily newspaper resigned.

18. The goods were consigned to a dealer in the city, but were not released until the draft was collected by the bank.

19. The address before the house today will probably help to relieve the depressing situation in the stock market.

20. Instead of repairing many of the old buildings in the lower section of the city, it would be better to replace them with new ones.



Dear Sir:

Will you please have your agent call at our plant to handle some shipping orders that are causing us much difficulty.

We are pleased with your way of handling goods and have mentioned the name of your company to many of our friends who, too, were pleased with your work and the low prices quoted.

Please try to have the agent call tomorrow so that the goods may be placed on the train promptly.

Yours truly,

Gentlemen:

We received your kind letter yesterday morning and we were pleased to find that the goods reached you promptly. It is a difficult task to make a definite date for receiving goods, because of the difference in the rates on railways at this time of the year. More supplies are shipped in the spring of the year than at any other season.

Our new line of goods will be ready in twenty days. You will realize a great saving at this time by filing a list of your wants at our factory. Our agent will call on you if you so desire.

Very truly yours,

## **SPECIAL DRILLS ON BRIEF FORMS AND PHRASES— CHAPTER VI**

(Including paragraphs 138, 143, 150)

1. The book is complete in every respect and will enable one to progress satisfactorily without requiring outside agencies.

2. I regret to inform you that I shall not be able to remit a draft in full for the invoice to which you refer.

3. The agent should give all his attention to the company he represents and not to any other outside business.

4. It is his duty to give his full attention and time to the merchandise he is putting before the dealers in the different states.

5. Please write me full particulars when you receive word from the agency in reference to the deliveries.

6. We have your letter ordering merchandise, and you will receive the goods in sufficient time to inspect them before putting them on the market.

7. The newspapers did not publish the official opinion, but it was put in the public record.

8. The official keeps a duplicate of all credit records so that if there is any occasion to refer to it, it is always at hand.

9. He says in his public speech that the organization for the improvement of railway deliveries should effect some system soon.

10. I wonder which one of these publications carries the most advertising.

11. It is very difficult to prepare a definite reply which will represent the opinions of the different gentlemen of this organization.

12. The insurance on this house will be very small.

13. We never find occasion to question the opinions or rights of any of its officials.

14. We desire to inform you that you can get insurance on your house by sending us full particulars in reference to its value.

15. What would you think the right course to follow to improve those newspapers?

16. Every newspaper will report the speech which the Government official will deliver tomorrow before the House.

17. Will you call tomorrow and acquaint me with the state of the stock market?

18. I enclose in this envelope a copy of some particular records that I wish you would look after.

19. I regard this occasion as important, but I regret very much that I cannot deliver the speech you ask for.

20. It is the duty of a dealer to give his business to the company that can deliver the merchandise on time and in any quantity desired.

## WRITING PRACTICE ON CHAPTER VI

1. The premier of France lies dead at the grand old age of eighty-eight.

2. We presume that you have our letter, expecting to give it attention as soon as you have a moment to spare.

3. The prices at which these books were sold were figured so closely as to leave very little for collection expenses.

4. An advertisement in our newspaper will reach a group of readers who cannot be appealed to through any other method.

5. We simply endeavor to point out to you that you should not for any reason overlook the business to be claimed from the field we reach.

6. Because of wet grounds the game was not played on Saturday and the money was refunded to all holders of tickets.

7. Letters of first class must not be mailed in unsealed envelopes.

8. We shall have samples of all our merchandise on display on Tuesday and Thursday mornings during the months of March, July, and October.

9. You will be allowed full credit for the course if you do the minimum quantity of work assigned.

10. Letters were sent out to various business houses in the city, asking wherein our high school boys and girls have failed to meet the requirements.

11. The factory plant comprises about seven buildings, most of them small in size, scattered over the company's grounds.

12. According to an announcement made at the luncheon of the State Building Company at the Fifth Avenue Hotel yesterday, plans for the tallest building in the world are nearing completion.

13. All the department stores are preparing special window displays for the coming holiday business.

14. We are expecting a very cold winter, which will have a pronounced influence on the price of coal.

15. The joint holders of the note that was signed by them will be held responsible for its payment.

16. Buildings that were put up several years ago are tax exempt by special grant from the state.

17. Cheer after cheer rent the air as the returning heroes paraded down the avenue.

18. Many have signed up for the course in printing and book binding.

19. We are returning by express the white paint for your inspection, because we have been receiving complaints from many dealers with regard to its quality.

20. It gives me pleasure to recommend the young man for the position, because I know his knowledge of your line of merchandise will make him a valuable man for you.

21. Please remove and send us page 74 from your unsold spring fashion books, accompanying with an invoice the number of pages returned.

22. If you put a small announcement in your display windows that you will give free fashion books to every woman visiting the store, you will get more business than you will be able to handle.

23. He said in his address before the House that the problems with which we are confronted are the problems of growth and progress.

24. He further emphasized that during the year our nation grew in strength, that we gained in knowledge, that the education of our youth has been more widely spread, that peace has become more assured.

25. He called attention to the Child Welfare Conference that is to be held at the White House next year.

Gentlemen:

In response to your letter of yesterday's date, we wish to say that the case of men's gloves was delivered to the railway company several days ago.

We are sorry, indeed, that we were unable to fill the entire order, as we are out of some of the sizes. We are positive that you will get the complete shipment within a day or two.

The references you gave were satisfactory, and we trust the excellence of our several lines, together with our low prices, may influence you to give us more of your business.

Yours very truly,

Dear Sir.

We wrote you on February 15 in relation to the imperfections found in the bond paper you sold us.

We regret to inform you that in the shipment received on Wednesday of this week we find more and more of these same imperfections.

In view of the number of complaints we are getting daily from the dealers in this industry, who are against any but perfect goods, we would suggest that you stop printing any more stock.

We shall endeavor to sell what we have on hand, but fear we shall be unable to do so. Please let us know what action to pursue in case we are unable to sell the stock on hand.

Yours truly,

Dear Sir:

In reply to your letter of December 16, we wish to inform you that we have not sent you any printing matter since the September issue. We, therefore, fail to understand how you could have received any bearing our name.

In accordance with your wishes, we are sending the samples today by railway express and we are quoting you a special price. We shall also grant you an allowance for cash payment.

We are in a position to give immediate attention to your order if it is received not later than Tuesday morning.

Yours truly,

Gentlemen:

The only one who can speak positively of the effect of railway car advertising is the one who has tried it.

A method that can offer such convincing proof should not be overlooked by the business man who is seeking to increase his business.

Several such advertisers who are spending thousands of dollars each year have made a sales record with their merchandise through this means of advertising.

Yours truly,

Gentlemen:

Our agent called on you last week. We are sorry you didn't see him. He wished to show you how you can save money by spending it. If you buy our land now at the stated price, you can sell it two months later and make money. We want you to give this your attention, for it means much to you. Merely sign the enclosed blank and send it to us. Do it now.

Very truly yours,

Gentlemen:

We were exceedingly pleased to receive your order of August 15, and we shall endeavor to ship a case of the regular stock by Friday next.

Several of the special numbers mentioned we never carry in stock. We can, if you wish, make these up for you in a few days, and should be pleased to do so if you will wire us promptly.

We thank you for your order.

.

Yours truly,

Gentlemen:

We wish to return the enclosed letter and remittance, as we think you have made an error.

We also enclose a statement showing how your account stands on our books. If you find that you have made a mistake, kindly send a check for \$25.50. If, on the other hand, you find that we are mistaken, we shall consider it a favor if you will return the invoice for our inspection.

We trust that the matter will have your early consideration.

Very truly yours,

Dear Sir:

We desire to bring to your notice several high-class fabrics and designs in tablecloths that we are closing out at reduced prices.

Owing to a mistake of the makers, a considerable quantity of stock was unexpectedly placed with us to be sold at prices below the real value of the merchandise.

We enclose samples and prices, and should be pleased to receive a reply by Thursday next if you will have occasion to use any of it.

Our display can now be seen in the windows of some of the department stores.

Yours truly,

Dear Sir:

You mentioned in your letter, which we have at hand, that you wanted to find out something about the different books used in the teaching of history.

Early today we sent you twenty of these books for your own study. They are used in many places where the work must be very definite. We call your attention to the notes and questions for special home study at the end of each chapter. We have spent much time and money to get a book that seemed to suit all needs.

We shall be pleased if you will let us know promptly your opinion of them.

Yours very truly,



Gentlemen:

We acknowledge receipt of your letter of September 12, and in accordance with your wishes we take pleasure in placing your name on our mailing list, in order that you may receive copies of our new publications as they are issued.

If you should desire to inspect any of the other books listed in the enclosed folder, we shall be glad to send them to you without any obligations on your part.

We thank you for your previous favors and await your further pleasure.

Very truly yours,

Dear Sir:

We regret very much indeed the annoyance you have been caused through an error for which we are not entirely to blame.

We found that on the order that you were good enough to send us recently that you fixed prices that apparently had been taken from previous bills. You must realize that, as a rule, prices change depending upon the supply of merchandise.

We filled your order, charging you the present prices, but we failed to inform you at the time. Although the prices quoted were thoroughly reasonable and fair, nevertheless we are granting you an allowance and are crediting you with the difference that you mentioned.

We trust that this will be satisfactory.

Yours very truly,

Dear Sir:

We have your letter, dated July 15, asking that we make a refund to you of \$5.50 to cover payment of unused berths on your trip across the country.

Before we can make this refund it will be necessary for you to send the tickets to this office, and a remittance will be made promptly.

Yours truly,

**SPECIAL DRILLS ON ALL BRIEF FORMS—  
CHAPTERS I TO VI**

Dear Sir:

In reply to your letter of the 15th instant, we regret we must report that we cannot accept your friend as agent for our company in this state. After looking into his record, we find that his references and the character of his work are not good enough for such an important office. In our opinion he is too young for us to give him charge of the difficult duties that go with this work. It is strange that the officials of the other company had to correct his invoices at different times, and the small quantity of orders standing to his credit was an occasion of regret to them.

In a strong organization like ours we must have agents who give all their time to the business, whom we can trust in every respect, and who will look after the wants of our friends and bring in new ones.

From your long list of acquaintances in the state can you not suggest someone with more spirit, experience, and influence? We shall give consideration to any name which you care to send us.

Very truly yours,

Dear Sir:

In your letter of the 12th instant you find fault with the bill for the work on your car. Have you taken into consideration all that this bill covers? We call your particular attention to the difficult character of the work and the time it required. In an organization like ours those who do this work must have thorough experience and must be particular about every little point. This we consider a duty to those with whom we do business; and while the charges may be a little more because of the special care given to the work, we are sure you will agree with us that this is to your advantage. In return for the value we receive we always give quality and satisfaction.

Yours very truly,

Dear Sir:

Your letter dated August 15 was received in this morning's mail, together with your special order enclosed. Please accept our thanks for it.

We want to give your order immediate attention, but find that our shipping force is unable to carry out your wishes fully. It appears that your letter is not clear enough as to the quantity desired under each number, and the numbers do not correspond to those listed in our recent catalogue.

Will it be possible for you to make your order a little clearer and give us the numbers in accordance with the recent listings?

Upon receipt of your answer we shall send the goods by express, but will not charge you any more than your first order.

We trust that this will not cause you any serious difficulty.

Yours very truly,

1. We think the arrangements to which you refer will be thoroughly satisfactory to all parties.

2. It is important that you acknowledge your acceptance of this course either by direct word or by letter.

3. As a general rule of our house, we accord every order received immediate attention.

4. There are several matters of importance still to be completed before we prepare the report for publication.

5. There is an opportunity in our office for a young individual, with a knowledge of general subjects, to look after the Government orders we receive.

6. I want you to collect all the important opinions given recently on the matter of public markets in this state.

7. If you wish to keep progressing in this work it will be necessary for you to prepare your daily work regularly and to write every word several times.

8. The general purpose of this book is to bring before the people, in clear form, the experiences of Government officials while the party was in power.

9. The public in this part of the country is against any inquiry by the state officials into the recent organization of the working party.

10. It is a serious matter to stop any of them from coming together to prepare their bill to be presented before the House.

11. The stock situation at present is very serious and it will be necessary for the Government to effect some changes in the workings of the market.

12. We believe you should have a copy of this book for reference in your business.

13. It will tell you much about forming real friends in the great business markets of the world.

14. Some of you desire a general course, which cannot be given until next fall.

15. Do you think we shall receive some of their business when they move?

16. I suggest that you keep a list of all the business calls in the course of your inquiry.

17. You must always refer any complaints about merchandise directly to the company and not to any of its agents.

18. Will you kindly address all communications directly to the officers of the trust company, and not to anyone representing it.

19. I believe your remarks published in the newspaper will surely find favor with the officials of the company.

20. The business reports throughout the different states are thoroughly satisfactory at present.

21. We shall ask our agent to allow you more time in which to prepare your bill for collection.

22. He is an individual of strong purpose, good character, and one who can influence the public in this state.

23. The quality of the work in this system is of more value than the quantity.

24. In this industry the hours are long and work is difficult.

25. We again call the attention of your company to the character of the advertising that we carry in our newspaper.

26. We stand on our record for future business.

27. If you have no occasion to advertise your merchandise immediately, you may at some future time.

28. Will you please give us some consideration when you are about to advertise?

29. Our object is always to give the public the truth about the merchandise advertised.

30. Please write the company fully about the advantages of advertising in our newspaper.

31. You should have in your office a copy of our recently published reference book on correspondence.

32. He will represent us in this state and will wire the other agents of the company regarding the difficulties that he finds in the work.

33. If the quality of our merchandise is not as represented, you may return the goods and we will give you credit for them.

34. The dealer advertised in the newspaper for an experienced collector and received a hundred replies.

35. Your acceptance of our order is in accordance with the arrangement, a copy of which I gave to your agent.

36. Please send a draft with your next order or we cannot accord it special attention.

37. The object of this publication is to present to the public the truth about the recent report on the railway stock.

38. The Government officials are not in accord with the improvements that the railway company suggests.

39. When you have a thorough acquaintance with this system you will agree with others that it is better than any other system in use throughout the world.

40. At this time tomorrow we trust we shall find out the truth about his deals with the officials.

41. You must give particular attention to the different forms given to you in the course of the work.

42. Every business man should become acquainted with shipping systems in use so that no difficulties will appear when he ships goods to other states.

43. I should like you to call on the company in regard to the fall market.

44. You should give much more care to the body of your letter.

45. Please state the causes for the change in your capital on the above form, for we cannot give any consideration to a long communication.

46. The names of every business house in this state will soon be published in a special list.

47. When you speak to your friend about that matter, have him state fully what his desire is.

48. It will be a pleasure to look over the report before you put it in bound form.

49. Yes, I shall be glad to let you have our previous correspondence on this subject.

50. I cannot explain in a letter why I would not represent any public body on the general committee.

51. He wants us to explain our position in this matter and to tell the agent what course we are prepared to follow.

52. I think the Government will force them to explain the nature of the changes presented.

53. It is your duty to clear the official of the serious charges against him.

54. The Government officials expect a reply from the special committee very soon.

55. We expect you to give us better dating on our purchases, because we have to carry the goods over till next fall.

56. Yes, I agree with them that you have gone further into this question than any of the others on the committee, and I expect a full report on it.

57. In response to your letter of the 5th instant, we wish to point out what we regard as direct proof of his questionable dealings with the trust company.

58. We agree to accept the return of the books, which you purchased some time ago, if they are perfect and can be used again at some future time.

59. We shall expect you to bring your report personally before the House rather than send it by mail.

60. We trust the matter will receive the attention that we expect, so that further correspondence will not be necessary.

61. I think in this instance you are right, but how you could put your trust and confidence in that individual cannot be explained.

62. You will have to employ a greater force to carry out the necessary improvements suggested by the various credit organizations.

63. I trust that you will be numbered among those in this school who will use their time to good advantage.

64. The stock-market situation at present is very serious. More confidence will be required, on the part of the people, in the future of this country.

65. If your friend has any influence with the officers of the trust company, he can surely find a position for you.

66. We have sufficient proofs to bring charges against the individual for changing the school records.

67. The state official has great power and influence among the business people.

68. When you send out an invoice, be sure to have it cover the purchases made at that time and not any previous ones.

69. He is a very forcible speaker, full of confidence, and his words carry great power.

70. His call on the insurance agent was of a friendly nature, to determine the kind of insurance that would satisfy his wants.

71. I question the truth of the speaker's remarks delivered on the floor of the House yesterday.



## CHAPTER VII

### UNIT 19

#### TEN-DEN, TEM-DEM BLENDS

62. Page 84, paragraph 153. Right-motion blends:

<b>ten</b>	tenor	tenets	tenant	continent	tent	extent
	/ contented	contended	attend	attended	intense	intention
	contents	contention	maintenance	countenance	extension	straighten
	tender	tennis	stencil	tinsel	utensil	frighten
	tighten	brighten	whiten	written	kitten	mitten
<b>z</b>	threaten	rotten	beaten	gluten	tendency	attendance
	mutton	button	baton	cotton	skeleton	distance
	pretense	stanza	satin	bulletin	scrutiny	retina
	platinum	matinée	fountain	mountain	discontinue	attorney
	tonight	external	continues	continued	continuous	astonished

<b>den</b>	dense	<sup>3</sup> condense	condensation	cadence	credence	evidence
	audience	residence	denote	laden	wooden	widen
	sadden	sudden	suddenly	madden	broaden	maiden
	hidden	tendon	dinner	danger	guidance	dingy

<b>tem</b>	temper	attempt	contempt	temporarily	temple	item
	items	itemize	timid	victim	optimism	estimate
<b>4</b>	intimate	timber	atom	phantom	bottom	tomato
	anatomy	stomach	autumn	dictum	sanctum	stamp

<b>dem</b>	demolish	condemn	demurrage	demean	demure	demise
<b>5</b>	academy	demit	diadem	freedom	kingdom	wisdom
	seldom	random	redeem	medium	damask	costume

## 63. Page 85, paragraph 155:

NOTES: (a) The blend is not employed when a strongly accented vowel or diphthong occurs in the syllable, as *deem, dime, dean, dine, team, tame, tone, condone, dome, dawn.*

(b) Words ending in the syllable *tain* use the blend, as *detain, obtain, maintain, retain, attain, attainable, sustain, contain, captain, chieftain.*

64. Page 85, paragraph 156. Where it is possible to use either *ten-den* or *ent-end*, the right-motion blend is preferable, as *tend, tendril, latent, patent, intent, sentinel, sentence, content.*

65. Page 86, paragraph 158. *Do not* preceded by a pronoun:

I do not	} care, think, believe, receive, like, regard, know, wish, say, sell, see, look, reply, represent.
You do not	
They do not	
We do not	

66. Page 86, paragraph 159. The contraction *don't*:

I don't	} care, think, believe, receive, like, regard, know, wish, say, sell, see, look, reply, represent.
You don't	
We don't	
They don't	

### WRITING PRACTICE ON UNIT 19

1. You must not condemn a man until you weigh all the evidence.
2. The victim was a man of talent well trained in academic wisdom.
3. The lease must be signed by the tenant before autumn.
4. There is a tendency to deny that there is in evidence any difference of opinion.

5. Each month we shall issue a bulletin giving an estimate of the attendance in each academic class.

6. The minimum wage law, which will be passed by this state, will have a tendency to increase wages in all working plants.

7. Please send us at once an itemized statement, and also an estimate on the new cotton suitings.

8. I don't know what to do about the matter in question.

9. I do not believe it will be necessary to cut the prices of the satin goods at any time during this season.

10. We do not like to mention a particular name, but we know there are some people who say there has been some difference of opinion on the question.

Dear Sir:

The "Business Man's Bulletin," recently published, attempts to give in condensed form all the directions, items, and figures necessary for the guidance of a busy man in his daily work. No medium has ever been published that has proved quite so reliable as this book. It has given every evidence of being the most reliable reference book ever printed.

It contains a complete business directory and thousands of important suggestions, covering correspondence, copyrights, patents, insurance, and many other subjects.

You can obtain a copy without any expense or obligation on your part by filling out the enclosed blank and mailing it to us.

Yours very truly,

## UNIT 20

### METHOD OF EXPRESSING R

67. Page 88, paragraph 161. Between a downward character and *t, d, n, m*:

pert

spurt

expert

spurn

pardon

pertain

pertinent	shepherd	spared	repaired	impaired	jeopardy
leopard	7period	barn	barnyard	burn	burnt
burner	bard	barter	bird	burden	beard
Albert	Robert	chart	charter	cheered	Richard
churn	8 charmer	✓ chairman	shirt	shirts	shared
journey	sojourn	adjourned	germ	9 germinate	Germany
farm	farmer	farmers	fern	fertile	virtue
verdure	vermin	10 varnish	divert	avert	convert

68. Page 89, paragraph 163. Between a horizontal and an upward character:

mart	smart	martyr	myrtle	merit	merits
// murder	cart	carter	cartridge	card	*cardiac
curt	skirt	curtain	curtail	curdle	squirt
courteous	courtesy	current	alert	inert	flirt
lard	foulard	guard	/ garden	guardian	guaranty
guaranteed	girder	girdle	laggard	haggard	garter

69. Page 89, paragraph 164. Expressing *ser*, *cer*, *sar*, and *thir*, *ther* before straight strokes:

sermon	1 2 surmise	concern	concerns	concerned	✓ surname
discern	assert	asserted	assertion	concert	exert
exertion	insert	inserted	insertion	desert	desertion
1/ sardine	lizard	hazard	blizzard	surd	absurd
search	research	serge	surgeon	surround	third
thirty	thermometer				

70. Page 90, paragraph 165. Omission of *r* in words containing:

(a) *Er*, *ar*:

starch	march	margin	alarm	tarnish	starve
1/6 starvation	argue	argument	gargle	cargo	large

larger	largely	sergeant	serpent	clergy	merchant
nerve	nerves	nervous	merge	merger	emerge

(b) *Ser, sur, cer, cir, verse:*

certain	uncertain	ascertain	circle	serve	servant
service	services	serf	reserve	reservation	preserve
deserve	surface	surfeit	survey	surprise	surplus
surplice	surpass	verse	reverse	inverse	traverse
converse	conversation	universe	universal	perverse	perversity

(c) *Ern, erm; tern, dern:*

learn	learner	learners	turn	turner	turning
term	terms	terminus	terminal	stern	firm
firmly	confirm	pattern	paternal	maternal	eastern
western	modern	lantern	southern	northern	

(d) *Or:*

ordeal	orchestra	ordinance	ornate	orchard	orchid
orthodox	orphan	cord	cordial	court	quarters
ports	portray	sport	export	extort	retort
resort	sorts	consort	assortment	escort	north
storm	normal	enormous	border	boarding	born
corn	corner	divorce	source	resources	absorb
gorgeous	mortar	mortal	towards	dormitory	tournament

(e) *War, wor:*

war	warlike	warfare	warn	wart	warm
warmer	warmly	warmth	warm-hearted	ward	swarthy
award	warden	warrant	wharf	warp	worried
worth	worthy	unworthy	wormy	worry	

71. Page 91, paragraph 167. Terminations *worthy, worth:*

noteworthy	trustworthy	praiseworthy
blameworthy	Wentworth	Ainsworth

72. Page 91, paragraph 168. The syllable *ther*:

mother	mothers	brother	brothers	bother
<sup>24</sup> bothered	neither	gather	gathered	whether
father	fathers	farther	<sup>55</sup> leather	hitherto

## WRITING PRACTICE ON UNIT 20

1. I feel certain I can give good service in surveying the surface of the road along your farm.

2. The army made a daring attempt to storm the rear guard of the enemy camping near the garden.

3. The company must guarantee the armor plate for use in our navy.

4. The serge skirts on sale are hardly worth the prices they ask.

5. There are some trimmed with ermine, which I think surpass all the others and which will serve you well.

6. Mr. Martin gave his worthy ward a foulard silk dress.

7. Are you surprised that we are not having a warmer spring?

8. Every guard at the yard is alert and ready to use a cartridge in case of an alarm.

9. We like this new way of checking up the orders, because we can ascertain the name of each concern.

10. The guard led the hermit through the barnyard into the vineyard.

11. You will receive a card ordering you to judge the question on its merit.

12. It is not worth your while to argue every question.

Dear Sir:

I have just heard that you particularly wished to see me concerning a mail order. I trust that I can be of service to you. Will you give me

the full particulars on the enclosed card or plan to see me tomorrow not later than two?

Yours very truly,

Dear Madam:

It is near the end of the term's work for the teacher. You are too tired for words. Still your thoughts must turn to the question of vacation.

If you go to the university to study, remain in the city, or go away, our service will be worth while to you.

Our merchandise is standard and we have a style for each particular need. We started to serve teachers thirty years ago and are certain that we can serve you in a first-class manner.

We trust that we may get your order.

Very truly yours,

## UNIT 21

### COMMON PREFIXES AND SUFFIXES

#### 73. Page 93, paragraph 170:

<b>for</b>	forgive	forget	forgotten	fortune	fortunate
<b>fore</b>	unfortunately	forsake	forbear	forfeit	foresee
<b>fur</b>	forsook	forth	fortnight	forelock	foreshadow
	forego	forenoon	forecast	foreclose	foreign
	foreigner	foretell	foresight	foreground	forerunner
28	furnish	furnishings	furnace	further	furthermore
	furthermost	furniture	furlough	furlong	

NOTES: (a) When *for* or *fore* is followed by a vowel, disjoin *f* close to the next character, as in *forearm*, *foreword*, *forever*, *foreordain*, *forehead*.

(b) When *for* or *fore* is followed by *r* or *l*, form an angle after *f*, as in *furlong*.



(c) The syllable *ture* is written *tr*.

<b>ture</b>	creature	amateur	picture	feature	gesture
	torture	armature	mature	venture	capture
<b>ful</b>	thoughtful	useful	glassful	harmful	joyful
	handful	lawful	dreadful	resentful	powerful
	helpful	fearful	skillful	dutiful	pitiful
	bashful	careful	watchful	wrongful	merciful
	awful	wonderful	eventful	grateful	cheerful
	hopeful	successful	forgetful	shameful	fanciful
	beautiful	forceful	thankful	truthful	rightful
<b>ify</b>	ratify	gratify	notify	modify	
	dignify	simplify	certify	verify	
<b>self</b>	myself	himself	yourself	herself	itself
<b>selves</b>	oneself	thymself	ourselves	yourselves	themselves
<b>age</b>	manage	managed	manager	luggage	message
	cartage	bondage	bandage	cordage	sausage
	damage	dotage	passage	coinage	adage
	storage	cabbage	carriage	baggage	package
	average	orphanage	vantage	leakage	homage
	village	steerage	tonnage	marriage	cottage
	peerage	wreckage	percentage	hostage	voyage
	patronage	equipage	courage	discourage	encouraged

### PHRASING PRINCIPLES

74. Page 94, paragraph 171:

- him:** to him, I told him, we told him, give him, let him, please write him
- hope:** I hope, I hope (to) hear, I hope you will be able, I hope (to) hear from you, we hope, we hope you are, we hope you can go
- sorry:** I am sorry, I am sorry (to) learn, (we are sorry) you will be sorry, we are very sorry, we are sorry (to) report, I am very sorry

- want:** I want, you want, we want, if you want, do you want, I want (to) know, I want (to) see, you want (to) have, if you want anything
- early:** early reply, early remittance, at an early date, at an early day, early attention, by early mail, early information 58
- ago:** days ago, weeks ago, months ago, years ago, several days ago, long time ago, many years ago, several months ago, day (or) two ago, week (or) two ago
- possible:** as soon as possible, as near as possible, as long (as) possible, 61  
as much as possible, as many as possible, as well as possible, as quickly as possible
- few:** few days, few months, few minutes, for (a) few days, in (a) few days, in (the) course (of a) few days, few minutes ago 59
- sure:** be sure, to be sure, you may be sure, we are sure, we are not sure, you will be sure, quite sure, we feel sure that, you must be sure

### WRITING PRACTICE ON UNIT 21

1. All of our baggage disappeared in the railway wreck except our hand luggage and the package which we sent by mail.
2. Much damage was done to the visitor's baggage through rough handling, and one trunk was entirely crushed.
3. Foresight to plan and fortitude to sustain are necessary to secure success.
4. During the forenoon the furnace fire went out, and a few hours later an explosion occurred, due to some imperfection.
5. The manager of a sales promotion force must be reliable and trustworthy.
6. The ointment was not particularly helpful for his ailment.
7. Such a desirable achievement cannot be reached without thoughtful effort on your part.
8. Our orchestra has been wonderfully successful at all its concerts this term.

9. We told him to bring a certified check to meet the storage charges long overdue.

10. His friend himself was here several days ago to get a warrant from the court.

Gentlemen:

✓ We acknowledge with pleasure the receipt of your recent cash order, for which we are indeed most grateful. We do not want you to think we are not willing to offer you the advantages of an open account in reasonable sums.

You may wish to deal with us on a cash basis; nevertheless, we have noted your account for our regular terms and shall be pleased to have you avail yourself of it.

If there is anything further we can do to promote friendly business relations, please take us into your confidence and favor us with a personal communication.

Yours truly,

To Whom It May Concern:

This is to certify that Mr. John Garden was in our employ for five years as manager of our furniture store. We found him trustworthy, tactful, and entirely satisfactory in every way. He was successful in his line of work, and we are pleased to recommend him to anyone who desires his services.

Yours truly,

## WRITING PRACTICE ON CHAPTER VII

1. Courtesy is a business asset and should be shown by every firm that wishes to retain the business that it has obtained.

2. The organization of merchants will surely indorse this deal heartily.

3. He will soon learn that money is easy to spend but hard to earn.

4. Any youth with a retentive memory will have little difficulty in learning to write and read, and become an expert in this system.

5. This depends chiefly upon your attendance in every period and upon the time you devote to the written and printed sentences assigned to you every day.

6. By attentive drill for an hour or so every day in the week, in due time you are certain to have that freedom of motion that is required of all expert writers.

7. If you will only follow the tenets we mention above and be guided by them, there is nothing that will hinder you from obtaining and maintaining the place that you are striving to attain.

8. There is no fear that the tenants will not pay their rent, as the agent said that he would not allow any extension of time.

9. If your attorney takes the case before the court of appeals, I am very positive that the judge would be reversed in several of his rulings.

10. Our correspondent in your city can serve you at any time, for he has copies of our current publications on file.

11. To have service begin at once, please sign the enclosed card and send it with your check for the first six months' period.

12. Your order was filed, but the current prices for the items in question were charged instead of the prices previously quoted.

13. In my estimation, a deserter in time of war deserves no pity.

14. His work was so unsatisfactory that the concern had to dispense with his services.

15. A noteworthy feature of this system is that one's notes are so legible that they are readable by any other person writing this system.

Gentlemen:

We were pleased to receive our order so promptly. The manner in which the merchandise was shipped and the reference concerning your terms particularly pleased us.

We like to do business with firms who are ready to try to do what is asked of them. Our sales division is large and the styles of merchandise different. We deal with all kinds of people—from university teachers to farm hands—so you see we must, in our turn, please all, too.

We are enclosing a check for the cost of merchandise sent.

We thank you again for your kind services.

Very truly yours,

Dear Sir:

We have your letter of December 5, in response to our wire message.

The tour begins on December 21, and stops in several of the large southern cities. The rate covers all expenses, such as first-class passage on trains and steamers, and all charges for hotels.

Our agent arranges the daily plans, assigns rooms, looks to clearance of baggage, and in this manner prevents annoyance and worry on your part.

If you decide to join the tour, please wire at once at our expense.

Yours truly,

Dear Sir:

I am glad to give my opinion of James Carter, in answer to your inquiry of March 12.

The young man has been in our employ for eight months as manager of the sporting wear branch of our store. He has attended faithfully to his duties, learned the stock quickly and well, and has shown himself prompt and courteous in all his dealings. His presence has been a decided asset in the store.

We are sorry to lose his services, but are glad to recommend him to a position carrying larger wages.

Yours truly,

Dear Sir:

You would be surprised to learn how many mail orders we handle in a month. We can handle more. Why is it that you are not enjoying this means of purchasing goods? At first, you may think it takes longer to shop, but it doesn't. If we receive your order today we can ship the goods the next morning. Certainly, you will think that is good service.

We hope to find you on our mail-order list next month.

Very truly yours,

## CHAPTER VIII

### UNIT 22

#### OMISSION OF FINAL T

75. Page 97, paragraph 174. *T* omitted after *s*:

✓best	invest	✓investment	divest	rest	west
biggest	modest	hardest	broadest	fondest	oldest
coldest	✓briefest	harvest	✓honest	keenest	finest
earnest	earnestly	test	attest	contest	detest
✓protest	neatest	latest	sweetest	forest	request
just	unjust	justice	adjust	adjustment	disgust
infest	manifest	gamest	last	past	breakfast
cheapest	largest	✓choicest	molest	tempest	cost
insist	resist	consist	desist	exist	✓persist
✓exhaust	optimist	theorist	artist	dentist	pianist
linguist	dramatist	longest	youngest	soonest	strangest

*Est* expressed by *st* disjoined:

✓prettiest	busiest	✓dearest	nearest	clearest	simplest
------------	---------	----------	---------	----------	----------

*Est* expressed by *st* joined:

fullest	✓greatest	smallest	truest
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76. Page 98, paragraph 175. *T* omitted after *k*, *p*, *den*:

✓educt	aqueduct	conduct	✓conductor	product	induct
resident	president	evident	student	incident	✓act
enact	✓exact	exactly	contact	✓fact	impact

affect	defect	detect	infect	addict	evict
✓predict	edict	elect	✓select	erect	project
adapt	adopt	adoption	abrupt	concept	✓repeat
deduction	✓election	selection	conviction	✓attraction	direction

77. Page 98, paragraph 176. *T* written in the following words:

✓east	least	missed	mixed	lost	coast
fast	vast	✓cast	taste	✓post	dust
worst	distant	intent	extent	content	patent

### WRITING PRACTICE ON UNIT 22

1. Nearly all the schools out West have adopted this system of writing, because it has resisted all tests and has proved the best.

2. The fact that it is so easy to read and write will attract many students.

3. It is evident that the failure of the investment trust was due to a serious mistake on the part of its president.

4. The famous artist will receive a large retainer from the residents of the city for his painting.

5. It was evident from the test that the golden crown was not genuine.

6. The residents of this town are eager to erect a new hospital building with all the latest features.

7. It is a fact that the piece of work seems perfect to an amateur and that the defect can be noticed only by an expert.

8. When he won the contest last year he was an unknown writer, but today he is recognized as an expert.

9. Many of the letters selected for this project are so simple that only exact copies will be accepted from the students.

10. The newly elected official was very strict and immediately detected the laxity that existed among the force employed.



11. The ship was lost along the east coast due to the weather, which was the worst in many years.

Dear Sir:

We have not as yet received your usual order for a copy of the new "Book List and Review," which has been ready for delivery for some weeks past.

At the opening of the holiday book-selling season it is best to have this file of the dealers' latest catalogue at hand for ready reference. The catalogue costs but \$2.50.

Kindly send shipping directions with order.

Yours truly,

## UNIT 23

### OMISSION OF D

78. Page 100, paragraph 178. When slightly enunciated, *d* is often omitted:

✓demand	command	✓diamond	pound	compound
expound	abound	beyond	intend	extend
✓extends	dividend	✓mind	remind	✓pretend

Insert *d* in *commend*, *contend*, *attend*.

79. Page 100, paragraph 180. Omit *d* when it immediately precedes *m* or *v*:

✓admit	admission	✓admittance	administer	admirable	admonish
adverb	advocate	advocacy	adverse	adversary	adventure ✓

80. Page 100, paragraph 181. Omit initial vowel in *admire*, *advise(ce)*, *advance* under this rule.

Phrases result: To advise, we admire, I advise, we advise, to advance, in advance, I will advise, please advise, we will advise you.

81. Page 101, paragraph 182. Where the last letter of a primitive form is omitted, the past tense is indicated by a disjoined *t*:

✓contested	protested	requested	lasted	invested	rested
tested	insisted	resisted	persisted	disgusted	adjusted
reminded	demanded	extended	✓commanded	compounded	abounded

### PREFIXES AND SUFFIXES

82. Page 101, paragraph 183:

<b>ul</b>	ulster	ultimatum	ulcer	ulcerous	✓ultimately	ulceration
<b>al</b>	also	almanac	alternate	alternative	alderman	almost
<b>sub</b>	✓subdue	submit	substance	subside	subsist	
	subsidy	subdivide	subdivision	✓submerge	subpoena	✓
	subsoil	subsequent	subsistence	subserve	submarine	
<b>less</b>	artless	brainless	✓blameless	breathless	fearless	
	✓helpless	heedless	homeless	hopeless	lifeless	
	nameless	numberless	✓powerless	✓seedless	seamless	
	✓sightless	stainless	useless	unless	wireless	
	valueless	friendless	✓matchless	sinless	worthless	

83. Page 101, paragraph 184. Before *r*, *l*, *ch*, *j*, or a hook, *s* is written contrary to rule to express *sub*, as *subway*, *sublet*, *sublease*, *suburb*, *suburban*, *sublime*, *subchief*, *subjoin*.

84. Page 101, paragraph 185. When *sub* is followed by a circle vowel, disjoin *s* and write the next character close to it, as *subeditor*, *subagent*, *subhead*, *subequal*, *subacid*.

## WRITING PRACTICE ON UNIT 23

1. I advise you to review your work thoroughly before we begin the advanced lessons.

2. One may gain admittance to the buildings of a college, but he cannot gain admission as a student without the proper certificate.

3. I would advise you not to adopt the plan in question, for I fear it is not sound in theory.

4. The creditors demanded a formal dissolution of the sugar trust.

5. Their advancement is remarkable considering the length of time devoted to the work.

6. The temperament of the homeless and friendless child was the cause of his rudeness and pertness.

7. His sadness put an end to our heedless and reckless amusement.

8. When the Government granted a subsidy to the merchant marine, it was subserving its own purposes.

9. I shall sublet my house for the summer if I can find a tenant who will take it unfurnished.

10. Please bring me an almanac of the current year so that I may make a compilation of the holidays.

Dear Madam:

This is to acknowledge receipt of your check in payment of invoice dated December 15.

Allow us to remind you that we intend to take inventory this month and our entire stock will be put on sale in January. This will be the most important event in the history of our organization. With every purchase we shall give a guarantee, which, in substance, states that, should you be able to procure the goods elsewhere at a lower price, we will refund you your money.

We hope you will take advantage of this opportunity, which is extended to all of our friends.

Yours very truly,

## UNIT 24

## PHRASING PRINCIPLES

85. Page 104, paragraph 189. Advanced phrase writing. Omission of words:

✓in (the) world	in such (a) way	line (of) goods
all (over the) world	in such (a) case	line (of) credit
more (or) less	in such (a) condition	in your line (of)
little (or) no	in such (a) manner	business
little (or) nothing	in such (a) state	free (of) charge
son (in) law	in (the) usual manner	men (and) women
here (and) there	in (the) near future	la(dies) (and) gent-
back (and) forth	in (the) hope that	(lemen)
hand (in) hand	✓in (the) first instance	✓one (of the) most
sooner (or) later	for (a) considerable	one (of the) best
by (the) way	time	one (of) our
all there is (to) say	for (the) first time	one (or) two
that is (to) say	for (a) certain time	none (of) them
able (to) say	for (the) time being	none (of) those
able (to) see	✓question (of) time	some (of) them
glad (to) see	in (the) course (of)	some (of) those
glad (to) have	time	some (of) these
glad (to) know	in (the) meantime	many (of) those
✓in order (to) be	for (a) minute	ought (to) do
in order (to) be able	for (a) moment	✓ought (to) be
in order (to) write me	as (a) rule	ought (to) be able
in order (to) receive	as (a) matter (of)	ought (to) receive
in order (to) prepare	law	ought (to) have been
in order (to) see	as (a) matter (of)	what (to) do
in order (to) judge	form	two (or) three
in addition (to) this	at (a) loss	three (or) four
in addition (to) that	bill (of) exchange	day (or) two
in such (a) cause	bill (of) sale	in (a) day (or) two

every day (or) two	out (of) date	✓ I regret (to) say
week (or) two	out (of) town	I wish (to) say
in (a) week (or) two	out (of the) question	in answer (to) your
on (the) matter	out (of the) way	letter
✓ in (the) matter	out (of the) city	in answer (to the)
on (the) market	I am (of the) opinion	question
in (the) market	I should like (to)	in reply (to) your let-
on (the) subject	know	ter
on (the) question	I should like (to)	✓ in reference (to the)
on (the) whole	have	matter
up (to) date	✓ I should like (to) be	in regard (to the)
up (to the) time	I am able (to) say	matter

### WRITING PRACTICE ON UNIT 24

✓ 1. I should like to know more on the subject in order to prepare a brief on the matter, which I ought to have ready in a week or two.

2. For the time being it is out of the question for me to talk on the market situation, but in a day or two I may be able to say something in regard to the matter.

3. In reply to your letter I wish to state that you ought to receive the order in a day or two, as one of our men will prepare it with little or no difficulty.

✓ 4. We believe our form of government is one of the best in the world.

5. It is out of the question for us to give you all the details of the work today or tomorrow.

6. This firm would like to know what you think they ought to receive for the entire stock of goods on hand.

7. I shall be glad to see you at any time in reference to the matter.

8. I should like to know what you think of this suggestion.

✓ 9. I regret to say that I cannot write you in regard to the matter of the day.

10. You ought to receive a reply to your letter in a day or two; if not, you will not know what to do.

✓ Dear Madam:

A few months ago we wrote to you about our new storage rooms.

It is only a question of time when summer will be here and you will be thinking of leaving the city and its hot weather.

We are of the opinion that you will not wish to leave your fine set of furniture at the mercy of moths and dust during the months you are away. Therefore, we extend the invitation to you to take advantage of our new storage rooms.

Your furniture, amply spaced, is placed in a large and well-ventilated room. Special experts will see that your set will receive the attention it merits, and repairs will be made cheerfully. We warrant you the best of service.

Kindly let us know if you wish any further particulars as to rates and moving arrangements.

Yours very truly,

### WRITING PRACTICE ON CHAPTER VIII

1. I am of the opinion that the requirements for admittance to this college are very exacting.

2. In order to secure the names of men and women with the longest store service records, prizes were awarded to school children submitting names.

✓ 3. In view of the fact that so many students seek admittance to college, some sort of written test is given so that selections may be made carefully.

4. The committee voted to recommend the adoption of the report favoring a county board of health

✓ 5. Most of the members of the Board of Estimate agreed that the increases in salary were justified.

6. City-wide tests to determine the general standards of achievement were given to school children in various parts of the city.

✓ 7. In each project the tests were conducted and scored by the official class teacher.

8. It is only a question of time when there will be little or no forests in the world.

✓ 9. I should like to have more details on the matter before I advise you how to act when the case is brought up before the court.

10. The students of the college conducted a meeting and were intent upon electing the best man as the president of the student body.

Gentlemen:

✓ In reply to your letter of June 12, we regret to state that we cannot at the present time make you an offer on the diamonds that you desire to sell, as we have a large quantity in stock.

We shall not be in the market again for two or three months. In the event of your putting the stones on sale sometime in the fall, we shall be glad to hear from you at that time, and should be pleased to give the matter special attention.

Yours truly,

Dear Sir:

✓ We regret very much that it was necessary for us to withhold your advertisement, received today, for the reason that we have been forced to make it a rule not to accept advertisements of this nature except for cash in advance, unless we have a business address and have previously had the pleasure of carrying an open account with you on our books.

We tried to get in touch with you by phone, but were not successful. We would suggest that, should you have occasion to advertise again, you place it with the nearest drug-store agency.

If you expect to do much advertising, we shall be glad to have you call and make formal application for a credit account, which we assure you will be given our most careful consideration.

Yours truly,



## CHAPTER IX

### UNITS 25 AND 26

#### THE ABBREVIATING PRINCIPLE

86. Page 109, paragraph 193. *Short words.* Form stops with a diphthong or a strongly accented vowel:

arri(ve)	arrives	deri(ve)	stri(ke)	strikes
strikers	strikingly	pri(vate)	privately	li(ght)
lightly	delightful	slight	slightly	slightest
politely	bri(ght)	brightly	asi(de)	deci(de)
decidedly	preside	invi(te)	provi(de)	anxi(ety)
appeti(te)	combi(ne)	combined	enga(ge)	engagement
gra(de)	tra(de)	traders	frei(ght)	opera(te)
hesita(te)	rela(te)	beca(me)	preva(il)	persua(de)
perce(ive)	conce(ive)	procee(d)	procedure	proceedings
repe(at)	repeatedly	repeater	compe(te)	glo(ry)
loy(al)	dou(bt)	doubtful	doubtless	crow(d)
crowded	prou(d)	proudly	lou(d)	louder
clou(d)	cloudy	sou(th)	stoo(d)	understood
poo(r)	poorest	pu(re)	purely	cu(re)
cu(rious)	pecu(liar)	confu(se)	excu(se)	refu(se)

87. Page 110, paragraph 195. *Long words.* Following longhand abbreviations:

amount	answer	account	balance	Boulevard
discount	etc.	England	equivalent	magazine
memorandum	post office	postscript	Reverend	R. R.
America	O. K.	f. o. b.	Street	U. S.
U. S. A.	horse power	ultimo	paid	anonymous

88. Page 111, paragraph 196. *Long words.* Through accented syllable. List of words combined with paragraph 113.

89. Page 113, paragraph 198. *Long words.* Through consonant following:

aband(on)	attit(ude)	cylind(er)	freq(uent)
abbrev(iate)	attrib(ute)	deg(ree)	gen(eral)
abrog(ate)	authent(ic)	delib(erate)	geom(etry)
abs(ent)	bal(ance)	delic(ate)	grad(ual)
absol(ute)	benef(it)	demons(trate)	grat(itude)
absol(ve)	brill(iant)	depos(it)	hund(red)
accomp(lish)	cal(culate)	devel(op)	illus(tration)
accus(tom)	calend(ar)	dict(ate)	imag(ination)
adeq(uate)	canc(el)	dilap(idate)	imag(ine)
adoles(cen)t	canv(ass)	dilig(ence)	inaug(urate)
alph(abet)	cap(able)	dis(count)	indic(ate)
ambass(ador)	capac(itate)	dup(licate)	init(iate)
amb(itious)	catal(ogue)	eclec(tic)	innoc(ence)
anim(al)	catas(trophe)	elab(orate)	invol(ve)
anniv(ersary)	Cath(olic)	eloq(uent)	irresis(tible)
anon(ymous)	celeb(rate)	emancip(ate)	journ(al)
ans(wer)	certif(icate)	emin(ent)	knowl(edge)
apol(ogize)	chil(dren)	Eng(land)	lang(uage)
applic(ant)	clev(er)	enorm(ous)	latit(ude)
apprec(iate)	collat(eral)	enthus(iasm)	leg(al)
aptit(ude)	col(or)	entit(le)	leng(th)
arb(itrary)	conseq(uence)	enum(erate)	lib(erty)
arith(metic)	conven(ient)	essent(ial)	loc(al)
asbes(tos)	coop(erate)	estab(lish)	mag(azine)
assem(bly)	corp(oration)	exasp(erate)	malic(ious)
assoc(iation)	curric(ulum)	famil(iar)	malig(nant)
atmos(phere)	cus(tom)	finan(cial)	mas(ter)

mater(ial)	orig(inal)	prin(ciple)	soc(ial)
mat(ter)	pamph(let)	priv(ilege)	sov(ereign)
mechan(ic)	pecu(liar)	promin(ent)	spec(ify)
melan(choly)	pecun(iary)	refrig(erate)	splend(id)
memo(randum)	perman(ent)	rel(ative)	suc(cess)
milit(ary)	perpend(icular)	releg(ate)	suf(ficient)
mirac(ulous)	phenom(enal)	relinq(uish)	syndic(ate)
misch(ief)	philos(ophy)	remem(ber)	synon(ymous)
mod(erate)	pleas(ant)	remons(trate)	temp(erance)
necess(ary)	pol(icy)	rend(er)	territ(ory)
neg(lect)	pop(ular)	rev(erend)	tit(le)
negoti(ate)	pos(sible)	ridic(ulous)	tot(al)
num(ber)	pov(erty)	sacrif(ice)	trav(el)
num(erous)	pract(ice)	scrup(ulous)	trif(le)
oblig(ate)	predeces(sor)	separ(ate)	typewri(ter)
obnox(ious)	pref(er)	sev(eral)	unan(imous)
obse(rve)	prej(udice)	sil(ence)	un(ion)
obv(ious)	prelim(inary)	silv(er)	vernac(ular)
of(fer)	prep(are)	simil(ar)	vindic(ate)
oppor(tunity)	prep(aration)	simul(taneous)	vocif(erous)
ordin(ary)	presi(de)	singu(lar)	vul(gar)

90. Page 114, paragraph 199. Omission of vowel before "shun."

<i>ti</i> }tion	<i>ni</i> }tion	<i>di</i> }tion	<i>mission</i>	
<i>ta</i>	<i>na</i>	<i>da</i>	<i>mation</i>	
petition	competition	station	citation	dictation
habitation	visitation	ostentation	imitation	recitation
temptation	invitation	flirtation	vegetation	cogitation
notation	quotation	rotation	destination	politician
ignition	definition	recognition	donation	stagnation
nomination	elimination	termination	assassination	condonation
addition	edition	tradition	condition	sedition

erudition	perdition	vendition	foundation	liquidation
elucidation	omission	commission	permission	information
reformation	animation	intimation	combination	confirmation

### WRITING PRACTICE ON UNITS 25 AND 26

1. The editor of a prominent local magazine was asked to apologize in public for his publication of a pamphlet against temperance.

2. After an order is acknowledged and confirmed it cannot be canceled, for that would not be legal.

3. The ambassador of England will demonstrate his eloquent power of speech by giving a talk before the Catholic association tonight.

4. The eloquent speaker was greeted with enthusiasm, which indicated that his views were popular.

5. I believe the staff of editors would appreciate any cooperation on the part of the student body at this time.

6. The June number of our magazine will contain an original story by a prominent writer of popular fiction.

7. It is our firm belief that you can make it a financial success if you render some help.

8. If you will do the collateral work assigned, they will give you credit for the entire course.

9. If the quality of this merchandise is not as represented, you may return the goods to us and we shall give you credit for them, but we cannot possibly allow you any discount on the balance.

10. The splendid success of the society may make it necessary to change the policy of the association.

Dear Sir:

We thank you for your recent order, which is very much appreciated.

As our records do not indicate that we have had a previous account with you, we are without definite information in regard to your financial affairs.

It will be necessary for us to make some inquiries regarding this, and as no one can give the desired information as well as you, we hope you will assist us by furnishing a statement on the enclosed blank form. This will help us grant a credit line adequate for your requirements.

In the meantime we shall hold your order; or, if you prefer, we can make shipment in this instance on a cash basis, allowing you the benefit of the regular cash discount, amounting to \$5.50. We can, thereby, leave the question of establishing your line of credit for further consideration, and still give you immediate delivery of the present order.

Your indulgence and assistance will be appreciated.

Yours very truly,

Dear Sir:

We are writing once more to call your attention to your July account, amounting to \$11.20, statement of which is enclosed.

We understand that small accounts of this kind are easily overlooked. And while the amount is small to us, also, you will readily understand that a number of such accounts total a large sum, which, if allowed to remain unpaid, might easily become embarrassing to us.

At this time, moreover, we have some large bills to meet and would especially appreciate your remittance.

Will you not give this matter your attention today?

Very truly yours,

## UNIT 27

91. Page 116, paragraph 201. Compound words. A number of compounds may be obtained by joining brief forms. The following should receive special attention because of slight modifications or omissions in the forms:

anywhere	anyhow	however	hereinafter
herewith	whereas	someone	sometime
somewhere	within	meanwhile	otherwise

92. Pages 117 and 118; paragraphs 204, 205, 206. Figures, etc. After numerals the word *dollars* is expressed by *d*; *hundred*, by *n* under the numeral; *thousand*, by *th*; *million*, by *m* placed on the line close to the numeral; *billion*, by *b*; *pounds*, by *p*; *gallons*, by *g*; *barrels*, by *br*; *bushels*, by *bsh*; *feet*, by *f*; *francs*, by *fr*; *cwt*, by *nw*; *o'clock*, by *o* placed over the numeral. These signs may be used after the article *a* and the words *per*, *few*, *several*. *Cents* when preceded by dollars may be expressed by writing the figures representing them very small and above the numerals for the dollars; when not preceded by dollars the sign for *s* is placed above the figures. *Per cent* is expressed by *s* written below the figures; *per cent per annum*, by adding *n* to per cent.

\$8	\$3.75	several feet	several hundred
900	2½%	few hundred	dollars
\$300	2% per annum	pounds	per gallon
6,000	15 bbl.	a thousand	2 cwt.
\$4,000	600 lbs.	dollars	a hundred dollars
8,000,000	8 ft.	several hundred	600 francs
\$7,000,000	4 francs	a gallon	5,000,000,000
5 lbs.	30,000 lbs.	a million dollars	few thousand
45 bu.	few hundred	per hundred	300 feet
4 o'clock	dollars	10 cents	900,000

### WRITING PRACTICE ON UNIT 27

1. Elsewhere in this issue you will find a notice which should be read by everyone who desires general knowledge about the legal rights of women in the different states in the union.

2. Your money will be cheerfully refunded if you are not sat-

isified with the merchandise, whether you have bought something worth five cents, or several hundred dollars.

3. Many of our customers take advantage of the discount of 5 per cent we allow on all cash purchases.

4. Someone told me that the director would be here at this hour, but I cannot find anyone who knows his whereabouts.

5. Wherever I go I get about the same report, whereas I looked for a different state of affairs.

6. The insurance officials advertised in the afternoon papers for experienced collectors, and by 10 o'clock that night about a thousand replies were received.

7. Somehow it was thought that notwithstanding the difficulties that arose, the investigation would be continued.

8. Thereupon someone said that nobody had any right to make such a statement beforehand, and therefore it was of no value whatever.

9. The committee asked for a donation of a few thousand dollars with which to start work on the foundation of the new building.

10. I shall be glad to help you as much as I can whenever you wish me to do so.

Dear Sir:

We thank you for the order sent us on October 23 for one Ideal Gas Heater at \$65.

As your account is new with us, and as it will probably require more time than you would care to allow for us to get credit information from the usual sources, we suggest that you forward us your check for the amount of the order, less 2 per cent discount for cash.

This will save your time and probably some inconvenience to your customer.

On receipt of your check the heater will go forward promptly.

Very truly yours,



Gentlemen:

Please send us, by the Pennsylvania Railroad, two thousand memorandum books, similar to the samples submitted to us a few days ago.

This order is to be invoiced f.o.b. Philadelphia. The terms are to be 10 per cent, 10 days, with a special trade discount, in accordance with our agreement in the past. As we are waiting to use these books, shipment will have to be immediate. Please wire at our expense if there is any delay.

Very truly yours,

### WRITING PRACTICE ON CHAPTER IX

1. When you have a knowledge of the abbreviating principle, you will be capable of recording many long words heard in speeches, by writing only that part of the word that will be sufficient to make the entire word legible.

2. Since these words are usually given in sentences, there is no doubt that it will be possible to apply these brief forms to many words in our language.

3. Use this principle whenever you find an opportunity to do so.

4. Every writer can apply it easily to any line of work in which he may be engaged.

5. The advantages of this principle are obvious to anyone who will give it a trial.

6. The enclosed pamphlet tells of our preliminary plans for the inauguration of the new officers of the association, and gives the name of the officer who will preside.

7. A consolidation of the many plants into one big factory would mean the saving of more than 30 per cent in the cost of manufacture.

8. The nomination of the governor was formally announced in all of the evening editions.

9. The omission or repetition of a figure will change the totals of your column.

10. A prominent local corporation is offering 6 per cent bonds at a special discount to purchasers of amounts over \$2,000.

11. Shipments on all south-bound freight trains have been canceled until the railroad men now engaged in a strike return.

12. A few thousand dollars in a savings bank drawing 4 per cent per annum will give you a new outlook on life.

13. Our customer will cancel his order for a thousand memorandum books if we cannot demonstrate that we are prepared to make immediate shipments.

14. A salary of \$400 a month, with a bonus of 5 per cent on all sales above \$20,000 a year, makes the opportunity worth while from a financial standpoint.

15. If you review these abbreviated forms frequently, you will have a foundation upon which to build the recitations in the advanced dictation.

Gentlemen:

We wish to acknowledge receipt of your check for \$5.15 in payment of our invoice of January 15. We have placed this amount to your credit. Please accept our thanks for it.

We note that you have deducted 25 cents for discount. Our terms are 30 days net, 1 per cent ten days. We are willing to allow you the 1 per cent, but feel that we can hardly afford to grant the deduction of 25 cents, as we have already reduced 5 cents a gallon on the oil.

We trust that you will favor us with stamps for the balance.

Yours truly,

Dear Sir:

We have written you repeatedly, and have sent you monthly statements regarding the settlement of your advertising account with this company for \$56, but we have received no response.

This is the last time we shall write you. Unless paid at once, the account will be given to our attorney for his attention.

Yours truly,

## CHAPTER X

### UNIT 28

#### ANALOGICAL WORD-BEGINNINGS—DISJOINED

93. Page 121, paragraph 209. By disjoining certain prefixes or letters, *tr* and a following vowel are expressed:

{	centr-	✓centerboard <sup>1</sup>	✓centralize	centrifugal	centrally
	center	✓centerpiece <sup>2</sup>	centric	✓concentration	concentrate
{	contr-	contract	contrast	contrasts	counterpart
	counter	contraction	contravene	contrite	controversy
		✓contradict	✓contribute	contrition	counteract
		contralto	contribution	contrive	counterbalance <sup>3</sup>
		contrary	contributive	control	countersign
		contraband	contributor	controller	countercheck
constr-		constrain	unconstrained <sup>3</sup>	construct	construction
		constraint	construe	construed	
{	detr-	deteriorate	deterrent	detract	detriment
	deter				
{	distr-	distract	distribute <sup>4</sup>	district	destroy
	destr-	distract	distribution	distrust	destroyer
{	electr-	electric	electrician	electric car	electrolysis <sup>4</sup>
	electric	electrical	electric fan <sup>5</sup>	electrode	electrolyze <sup>4</sup>
		electric motor	electricity	electrolier	electrotype <sup>40</sup>
{	extr-	extract	extraneous	extricate	exclamation
	exter	extraction	extraordinary <sup>6</sup>	inextricable	exclude
	excl-	extradite	extravagant	exterminate	exclusive
		extreme	extremely	exterior	exclusively

{	intr-	intricate <sup>7</sup>	disinterested	misinterpret	entrance
	inter	intricacy	uninteresting	interpretation	entrant
	enter	intrigue	interfere <sup>8</sup>	interpreter	entreat
	intel	intrinsic	interim	interrupt	entreaty
		intrude	interlace	interruption	enterprise
		intruder	interlock	uninterrupted	entertain
		intrusion	interlude	intersect	entertainer
		intercept	intermittent	non-intervention	intellect
		intercession	internal	interview	intelligence
		interchange	intermission	interweave	intelligent
		intercourse	interpret	intervene	unintellectual <sup>9,8</sup>
		interest	introduce	intervals	introduction
instr-	instruct	instruction	instrument <sup>9</sup>	instrumental	
retr-	retract	retrench	retrocession	retrospect	
	retraction	retrieve	retrogression	retrospection	
	retreat	retribution			
restr-	restrain	restrict	restriction <sup>10</sup>	restraint	

94. Page 122, paragraph 211. Forming derivatives of words ending in *ct*:

contracted <sup>3,7</sup>	instructor	detracted	affected	attracted
contractor	intersected	destructive	adjective	attractive
contractive	extracted	active	defective	deductive
constructed	restricted	inactive	detected	selective
constructive	restrictive	effected	inductive	productive
instructed	unretracted	effective	detective	erected

### WRITING PRACTICE ON UNIT 28

1. Every instructor knows that there are times when the pupil is unable to concentrate his attention upon an explanation, or on an interpretation of a principle, and that at such times all efforts to communicate new notions are wasted.

2. Although the story of his interview might be interesting to the intellectual members of the society, I fear that it might be misinterpreted by the unintellectual ones and create a feeling of distrust in regard to internal affairs.

3. The instructor of the electrical class was a man of keen intellect and one who could immediately detect any errors in the construction work.

4. The officers of the metropolis will distribute food to the distressed families in the metropolitan districts.

5. The electrical exhibition introduced some interesting instruments and contrivances that appealed to the public.

6. The young man could retrieve his fortune if he were less extravagant and if he would invest his money in bonds at a fair rate of interest.

7. You may consider the order countermanded if it is not countersigned by the chairman of the international alliance.

8. The eccentric instructor explained why the contractor signed this extraordinary contract for the construction of an electric-light plant in the center of the city.

9. It was interesting to hear the detective entertain the audience with the story of how he gained control of the electrical instruments used to make the counterfeit bills.

10. We shall not interfere with the distribution of the printed matter, for we cannot see how any person could misinterpret its meaning so that it could be detrimental to the constructive steps we have taken.

Dear Sir:

In answer to your letter of February 5, I suggest that an experienced and intelligent man be placed in entire control of the enterprise in question. There should be no further controversy in regard to this matter, for that would only interrupt the making of the alterations and prevent the ultimate success of the venture.

I trust that you will take active interest in the matter and bring it to a satisfactory close.

Yours truly,

Gentlemen:

We are now prepared to make a contract with you for the construction of 200 electric cars, provided you will employ only expert and experienced workmen who can be trusted to carry out our instructions in an intelligent and satisfactory manner. We shall reserve the right to determine what electrician shall arrange the distribution of the lights. We expect to use alternate red and white shades, thus securing a very pretty effect in lighting.

It is of the utmost importance that in the construction of these cars everything possible should be done to make both exterior and interior finish extremely handsome.

If you are willing to make a contract on the terms mentioned, please write promptly.

Very truly yours,

Gentlemen:

Although it is contrary to our usual custom, we have decided to make a contribution to the funds of your society, and enclosed you will find our check for \$300.

Yours respectfully,

## UNIT 29

95. Page 125, paragraph 214. Analogical word-beginnings—disjoined.

{ agr-	aggrandize	aggregation	aggressive	aggrieve
	aggravation <sup>11</sup>	aggress-ion	aggressor	agricultural
	agree	agreeable	agreement	disagreement
ant-	antagonist	antedate	anticipation	antipode
	antagonize	anterior	anticlimax	antipodes 35

	antecedent	antelope	antidote	antiquity
	antecedence	antic	antimony	antitrust
	antecessor	anticipate-d	antipathy <sup>2</sup>	antislavery
<b>decl-</b>	declaim	declamation	declaration <sup>1,3</sup>	declension
	decline	declined	declared	
<b>incl-</b>	inclemency	inclination	inclined	inclusion
	inclement	incline	include	inclusive
				disinclination <sup>3,6</sup>
				inclusively
<b>{ magn-</b>	magnet	magnetize <sup>2,2</sup>	magnifier	magnolia
<b>{ Mc</b>	electromagnet <sup>1,4</sup>	magnitude	magnificent	Magna Charta <sup>2,1</sup>
	McKenzie	McDougall	McCarthy	McIntosh
	McDonough	McGee	McAdam	McNeill
<b>multi</b>	multigraph <sup>1,5</sup>	multiply	multitudinous	multimillionaire
	multiple	multiplier	multiform	multiplex
	multitude	multiplication		
<b>over</b>	overact	overflow	overpower <sup>1,6</sup>	overtake
	overboard	overhaul	overrule	overthrow
	overcharge	overhead	oversee	overtime
	overcome	overhear	overshadow	overture
	1 7 overconfidence	overheated	overshoes	overwhelm
	overdue	overjoy	oversight	overcast
	overestimate	overlook	overt	overbearing
<b>para</b>	parabola	paraffin	parallel	paralyze
	parachute	paragon	unparalleled <sup>1,2</sup>	paramount
	paradise	paragraph	paralysis	parapet
				parasol
<b>post</b>	postage	postdate	post haste	postmark
	postal	poster	postman	postpaid
			postmaster	postpone-d
<b>recl-</b>	reclaim	reclamation <sup>1,6</sup>	recline-d	* reclamation
				recluse
<b>{ self-</b>	selfish	2 self-conscious		self-satisfaction
<b>{ circu</b>	2 3 unselfish	self-control		self-improvement
<b>{ circum</b>	self-respect	self-defense		circuit



self-interest	self-evident	circuitous
self-restraint	self-government	circular-ize
selfsame	self-esteem	circulation
self-sufficient	self-made	circumstance-s
self-confidence	self-concern	circus

<b>grand</b>	<sup>2</sup> / <sub>4</sub> grandson	granddaughter	grandmother	grandfather
{ <b>short</b>	shortage	shorten	<sup>3</sup> / <sub>4</sub> shortly	shipbuilder
{ <b>ship</b>	shortcake	shorthand	shortstop	<sup>2</sup> / <sub>5</sub> shipwreck
	shortcomings	short-lived	shipboard	shipyard
	shorter	<sup>2</sup> / <sub>7</sub> shortsighted	shipshape	
{ <b>super</b>	superabundance	<sup>2</sup> / <sub>4</sub> superfine	superintend-ent	supervise
{ <b>supre</b>	superb	superfluous	superior	supervisor
	supercilious	superhuman	superlative	suppress
	superficial	superinduce	supersede-d	suppression
	supreme	<sup>3</sup> / <sub>2</sub> supremacy	supervision	support-er
{ <b>susp-</b>	suspect-ed	suspension	unsuspicious	<sup>2</sup> / <sub>8</sub> susceptible
{ <b>suscep</b>	suspense	suspicion	suspiciously	susceptible
	suspend	suspicious		unsuspected
				unsusceptible
<b>trans</b>	transact-ed	<sup>2</sup> / <sub>4</sub> transformer	translation	transport
	transaction	transfusion	translucent	transverse
	transcend	transgress	transmit	untransacted
	transcendent	transgression	transmission	untransparent
	transfer	transition	transmute	<sup>2</sup> / <sub>4</sub> untranslatable
	transfigure	transitive	transom	untransferable
	transform	transitory	transplant	intransitive
	transfix			
<b>under</b>	underdone	underlie	undersized	undertake
	underestimate	underneath	undertone	undertaker
	underbid	undergo	underpay	undertow
	underbrush	undergrowth	undersell	undervalue
	undercharge	underhanded	undersign	underwent
	understand	understood	<sup>2</sup> / <sub>1</sub> underline	underwrite

## WRITING PRACTICE ON UNIT 29

1. It is self-evident that a student of shorthand must be self-confident, for if he does not trust to self-help in his daily work, how does he expect to achieve success in cases where the task is magnified?

2. Do you understand that shorthand will be of great value to you in recording business transactions?

3. The superintendent of public instruction was inclined to suspend the entire class for disorder, but the principal recommended the transfer of the leaders to a different building after the circumstances were thoroughly understood.

4. The supervisor of the works is unwilling to overlook the errors and declares that we underestimate their importance.

5. Please insert a paragraph in your newspaper about the increase in the circulation of this magazine.

6. The soldiers must have misunderstood the instructions about the overloading of the transport, for the superintendent ordered them to unload before sailing.

7. I went with my grandmother and my grandfather to the Paramount Theater, where we saw a short but magnificent moving picture about the bird of paradise.

8. I cannot transact the business or supervise the work until you transfer the bill of lading to Mr. McNeil, who is postponing the signing of the agreement until he has some understanding with the shipyard.

9. We are inclined to believe that they will regard with suspicion the circular containing a translation of the first paragraph of the declaration.

10. Under the circumstances, we consider his actions not unselfish and do not care to support a person who is selfish, shortsighted, and lacks self-control.

My dear Sir:

Your kind letter of January 15 was received, and I must apologize for the delay in replying, which has been due to an extremely busy

month. After fully considering the facts set forth in your letter, I do not believe that your suspicions are maintained by the circumstances of the case or that you have any right to decline to undertake the translation of the book on the terms referred to in the first paragraph of my last letter to you. It is self-evident that if you do not begin the translation of the work before July next, I shall be compelled to place the work in other hands, even if it should be necessary for me to supervise it.

If the demands upon your time will not permit your performing the task, I do not anticipate that you would have any difficulty in securing the services of Dr. McNamara, or someone else, to do it for you and under your general supervision. The central idea of the book and its relation to the religious discussions of the day will give to it an unparalleled interest to the public.

Yours very truly,

## UNIT 30

### PHRASING PRINCIPLES

96. Page 129, paragraph 218. Expressing *misunderstand* and *misunderstood*, *understand* and *understood*:

misunderstand	our understanding	I cannot understand
misunderstood	we understood	thoroughly understood
definite understanding	we do not understand	they cannot understand
misunderstanding	I do not understand	fully understood
I understand	I understood	we understood

97. Page 129, paragraph 219. Prefixal forms used as separate words:

extra fare	extra expense	short time	construe your letter
extra discount	agree to pay	short life	Senator Lodge
enter into-the	over the	construe this	Senator Knox

enter the	counter attack	under consideration	agree with us
center rail	over there	under any consideration	agree with you
center line	under any	construe the	
counter claim	under these	enter through	

98. Page 130, paragraph 220. *Done* expressed by *den* blend in phrases:

have done	we have done	has been done
what was done	to be done	has done
may be done	can be done	will be done
could be done	could not be done	would be done
should be done	what has been done	it has been done

99. Page 130, paragraph 221. *Than* expressed by *n* in many phrases:

rather than	greater than	larger than
longer than	better than	sooner than
worse than	quicker than	nearer than
farther than	further than	higher than

100. Page 130, paragraph 222. Business phrases secured by modifying the form of *us*:

give us	tell us	let us	to us
wire us	write us	gave us	mail us
favor us	regard us	allow us	

101. Page 130, paragraph 223. *Department* expressed by a disjoined *d*:

credit department	collection department	banking department
purchasing department	finance department	receiving department
shorthand department	shoe department	repair department
freight department	shipping department	grocery department
sales department	accounting department	furniture department
	claim department	

PHRASING BY WORD-FORM MODIFICATION AND WORD  
OMISSION

102. Page 131, paragraph 224.

at once	48 in the first place	I thank you for your <sup>47</sup> attention
at any rate	as a matter of fact	I thank you for your
great deal	over and over again	kind attention
I always	again and again	I wish to thank you
we always	every week	we thank you for
41 you always	last (of) this week	(same words)
on hand	every week or two	this order
as follows	in (a) few days	we thank you for
whole lot	few moments ago	your order
one another	several weeks ago	your order
day's sight	some time ago	we have your order 46
50 ten days' sight	42 many days ago	I am sorry (to hear,
do you know	two (or) three months	say, learn, report)
great pleasure	ago	we are sorry (to hear,
first class	week (or) two ago	say, learn, report)
49 first-class manner	with (the) least pos-	I am very sorry (to
first-class condition	sible delay	hear, say, learn,
whether or not	as soon as possible	report)
do you know whether	as many as possible	you will be sorry
or not	as low as possible	(to hear, say, learn,
at all events	early information	report)
to some extent	on account of those	by next mail 45
43 to a great extent	on account of many	of course
to a large extent	on account of these	of course it was
to such an extent	on account of the way	as a matter of course
at the same time	on account of the fact	of course they are
in other words	on this account	of course they will
once in a while	this account	please let us know
in my opinion	41 I thank you for	
	<i>you letter</i>	

we are aware of the fact	First Avenue	public company
you may be sure that	Third Avenue	householder
you will be sure that	Lexington Avenue	officeholder
at (the) present minute	water company	landholder
Madison Avenue	packing company	bondholder
	gas company	penholder
	furniture company	copyholder

*Attention phrases:*

all my attention	careful attention	personal attention
your kind attention	special (sp) attention	earliest attention
your careful attention	prompt (p) attention	early attention
immediate attention		

## Phrases used in business correspondence:

I wish to call your attention	to himself	I am in a position
all day long	so far as I know	if you can make us
for some time to come	we told you	we have your letter
I will ask that	we told him	of recent date
I have not been able	I told him	and will have to be
it will be necessary	it is said	to explain
at all times	has been decided	they would prefer
call your attention to	please let me hear	in your line
the matter	from you	in your work
they are	I wish you would	if you give us
they will be	on my part	I am sure you will be
they are likely	if you care (to) consider	able
for the past month	up (to the) present	kindly reply at once
for the past week or two	time	if we receive
for example	ten years ago	we are very sorry to
	would have to pay	know
		it is certain

it was said  
 it was certain  
 kindly let us hear  
     from you  
 kindly let us know  
 will you kindly in-  
     form us  
 will you please advise  
 in every way  
 if you have any  
     other  
 if you have received  
 if you will advise us  
 in any event  
 which seems to be  
 I remain yours truly  
 we remain yours very  
     truly  
 we remain respect-  
     fully  
 very glad to receive  
 which we sent you  
 we desire to thank  
     you  
 should be delighted

when this is the  
     case  
 on account of this  
     delay  
 so long as  
 we took up  
 entirely satisfactory  
 we want to know  
 if you will send us  
 in the usual way  
 we realize  
 now is the time  
 which might be  
 for your convenience  
 at your convenience  
 at your earliest con-  
     venience  
 we have asked  
 we send you today  
 your immediate at-  
     tention  
 we take this means  
 kindly give me  
 we should expect  
 personal knowledge

would be glad to see  
 for some time past  
 we take pleasure  
 has been doing his  
 so far as we can tell  
 we have not yet  
 we have not heard  
 we have had  
 will you be kind  
     enough  
 your order will re-  
     ceive  
 unnecessary delay  
 if it would be possible  
 we trust you will be  
 give this matter  
 your careful consider-  
     ation  
 earnest consideration  
 I would not advise  
     you  
 for any length of  
     time  
 so long past due  
 somehow or other

### WRITING PRACTICE ON UNIT 30

1. We take great pleasure in informing you that our credit department will allow you the extra discount and will forward your order to the shipping department.

2. In my opinion, the goods we have on hand are better than any we have ever had.

3. Please write us as soon as possible whether or not you can take over the whole lot.



4. There have been so many people coming in all day long for different reasons.

5. So far as I know, no definite understanding has been reached between the Government and the stockholders, but I have no doubt that something will be done in the future.

6. I wish to call your attention to the date of the next meeting of the credit department of our organization.

7. I am sure you will be pleased with the way we have handled this account.

8. The meeting will be held regularly the first Monday of each month.

9. The letter about the service received from the express company has been referred to our legal department.

10. I expect to see you in the city during the next month.

Gentlemen:

We thank you for the order of July 16 just received, and we are pleased to inform you it has been placed with our shipping department for immediate delivery to you. We also acknowledge receipt of your payment of \$200, which has been credited to your account.

We want to offer our very best service on all of your orders, so if you will mail us a copy of your last inventory it would be appreciated very much, as a direct report of this kind is the most satisfactory credit information.

We are going to give you immediate service on the order just received, but if you will let us have the details suggested, we feel confident we can show our appreciation by doing still better on future orders.

Yours very truly,

## WRITING PRACTICE ON CHAPTER X

1. As soon as we receive instructions from the home office we shall interview the president of the company and make him retract the charges.

2. The change in the method of distributing the funds that were contributed early in the year has caused extreme distress in the poorer districts of the city.

3. In a subsequent interview the manager said that the interest and enthusiasm displayed by the audience had been most extraordinary.

4. If the order is not countersigned by our purchasing agent it will be countermanded, because it is contrary to the instructions given to our dealers.

5. The terms of the contract would be uninteresting to anyone who was not thoroughly acquainted with the intricate business relations that existed between the controlling corporations and the other concerns.

6. The alterations in the law interrupted the scheme of redistributing the districts.

7. Much interest was manifested in the international yacht race.

8. Such an extreme course of action is likely to be a detriment to the further interchange of views between the contending factions.

9. A retrospect of the entire controversy leads us to believe that the law restraining the use of counterfeit coin will be adopted by international treaty.

10. The dealer tells us that the furniture is antique, but I am inclined to believe that the price quoted is too high.

11. It is said that the extreme length of the magnificent armory is exactly 200 feet.

12. The workmen claim that they are overworked and underpaid, and object to being asked to work overtime without extra pay.

13. When I undertook to overcome the external forces at work, I found there was internal distrust as well.

14. The difficulty with the electric lights was caused by a short circuit.

15. The students asked for an opportunity to try the self-government plan.

Dear Sir:

We are placing on the market a new electric radio. We consider this a most extraordinary instrument. We wish you would go to a local dealer and hear it. Whether you like instrumental music or singing, you will agree with us that the reception is perfect.

It has only a one-dial control, and no instructions are needed to operate it.

For real entertainment get one of these radios.

Yours very truly,

Gentlemen:

We acknowledge receipt of your application of March 25 for electric service, and in accordance with our general custom request that you please remit the sum of \$5 as guarantee deposit. Interest on this sum at the rate of 6 per cent per annum will be allowed during the life of your contract.

We await the favor of your prompt reply, so that we may proceed with the introduction of our service.

Yours very truly,

Dear Sir:

I am writing you in the hope of securing an opportunity to enter your training course for department store employment either permanently or for the summer.

I am a graduate of Harvard College of the class of 1928 and have this last year completed one year at the Harvard Graduate School of Business Administration. During my course I have been greatly interested in problems of retail distribution and store management. Although our work is, by policy, restricted entirely to the solution of actual business problems, I believe there is no sounder means of approach to a problem than through actual experience. That is why I am seeking your aid for an opportunity to familiarize myself with department store problems at first hand.

I trust that you will kindly reply at your earliest possible convenience.

Yours very truly,

Dear Madam:

We are extremely sorry that we find it necessary to write you that we have decided to make a change in the Upholstery Department.

We believe it is best for both you and ourselves that another should be given your position, as it seems unfair to continue you in a place that evidently is not to your liking.

We hope you will shortly be able to locate yourself in more congenial surroundings.

Yours very truly,

Gentlemen:

There has come to us an order from John McKenzie & Company of Philadelphia, Pennsylvania, of a value of \$500. As this is our first transaction with this firm, they have given us your name among others as credit reference.

Will you be good enough, please, to give us a short detailed history of your experience with this firm and, in addition thereto, any pertinent matter that you think would be interesting and informative.

We are committed, of course, to consider your information confidential and to reciprocate whenever the opportunity presents itself.

Yours very truly,

## CHAPTER XI

### UNIT 31

103. Page 134, paragraph 227. Analogical word-endings—joined:

{-scribe -scription	describe	inscribe	prescribe	✓conscription	
	description	inscription	prescription	ascribe	
	transcribe	subscribe	proscribe	circumscribe	
	transcription	subscription	proscription	circumscription	
{-tient, -cient -ciency	ancient	efficient	✓proficient	sentient	proficiency
	patient	deficient	quotient	deficiency	✓efficiency
{-pose -position	impose	decomposition	propose	dispose	
	imposition	expose	proposition	✓disposition	
	compose-s	exposition	adipose	disposal	
	✓composition	suppose	depose-it	repose	
	decompose	supposition	deposition	transpose	
	composure	oppose	opposite	opposition	
	{-pute -putation	impute	✓reputation	depute	dispute
		imputation	compute	deputation	✓disputation
{-ure -ture	repute	computation	amputation		
	creature	amateur	picture	feature	armature
	gesture	torture	mature	venture	capture
	secure	nature	departure	✓temperature	
{-ual -tual -spect -spection	lecture	pasture	expenditure		
	mutual	habitual	equal	✓actual	
	ritual	perpetual	continual	eventual	
	inspect	inspection	prospect	prospective	
	✓expect	expectation	circumspect	introspection	

<b>-quire</b>	✓acquire	inquire	require	esquire	unrequired	requirement
<b>-pire</b>	aspire	conspire	expire		perspire	vampire
	inspire	respire	transpire		empire	umpire
<b>-nsive</b>	✓expansive	extensive	oppressive		impressive	adhesive
	expensive	✓defensive	massive		✓compressive	explosive
	offensive	intensive	✓comprehensive		corrosive	missive
<b>-gence</b>		negligence		diligence		intelligence
		indulgence		divergence		
<b>-gency</b>	agency	contingency	urgency	astringency	✓stringency	
	exigency	✓emergency	cogency	regency	pungency	
{ <b>-sure</b>	assure	leisure	pressure	erasure	✓brochure	
{ <b>-jure</b>	censure	measure	reassure	fissure	seizure	
	injure	perjure	adjure	✓conjure	abjure	
	✓injurious	injuries				
{ <b>-flect</b>						
{ <b>-flict</b>	afflict	reflect	conflict	inflict	deflect	
{ <b>-flection</b>	affliction	✓reflection	confliction	infliction	deflection	
{ <b>-fliction</b>						
<b>-sult</b>	result	results	insult	consultation	desultory	
<b>-nment</b>		assignment		refinement	consignment	
		confinement		adjournment	✓attainment	
<b>-uate</b>	actuate	evacuate		graduate	attenuate	
	extenuate	insinuate		infatuate	fluctuate	
	situate	✓accentuate		perpetuate		

### WRITING PRACTICE ON UNIT 31.

1. The prescription was carefully filled by the clerk.
2. He told me he was inclined to dispute the accuracy of the computations made by the efficient superintendent.
3. I do not see why he should consult me in reference to the matter.
4. The superintendent declined to interview the deputation of striking workmen, as he considered their requests an imposition.

5. Results will unquestionably be satisfactory to all.

6. There was no opposition to this suggestion, as the men left in a peaceable mood and hopeful of bringing about a suitable compromise.

7. I ascribe their success to the efficient manner in which they follow the instructions of their teachers.

8. Let me assure you, beginners, that if you presume to attain any great proficiency and success in this system of shorthand, you must remember that much repetition work is requisite.

9. I assure you, when I have the leisure time I shall inquire into the merits of the case.

10. The people waited in breathless amazement to hear the description of the terrible conflict between our forces and the enemy.

Dear Madam:

As you have been a regular reader of our publication, you know how promptly and accurately the news of the world is represented in it. Every effort is made to give news in a manner interesting to intelligent thinking people.

We are sorry to find that your subscription, which expired a few days ago, has not yet been renewed. From past experience, we know that failure to renew a subscription is often due to an oversight. We hope that this is so in your case and that your order on the enclosed form will reach us soon.

Confusion sometimes arises from letters crossing in the mails. Please disregard this letter if you have already mailed your renewal.

Yours truly,

## UNIT 32

104. Page 137, paragraph 230. Analogical word-endings—disjoined:

acle	✓medical	logical	icicle	spectacle	ethical
ical	classical	illogical	graphical	barnacle	magical
icle	chronicle	physical	✓radical	tabernacle	nautical



	musical	particle	technical	✓mechanical	bicycle
	article	psychical	comical	surgical	cynical
	farcical	tentacle	cuticle	oracle	chemical
	clerical	tropical	spherical	vehicle	periodical
<b>tic</b>	politic	emphatic	dogmatic	theoretically	
<b>tical</b>	politics	emphatically	phonetic	athletic	
	political	poetic	lymphatic	dramatic	
	energetic	critical	fanatic	apologetic	
	energetically	critically	fanatical	rheumatic	
	systematic	grammatical	despotic	prophetic	
	systematical	✓alphabetically	static	pneumatic	
<b>lity</b>	brutality	agility	humility	mortality	personality
	utility	rascality	formality	versatility	individuality
	futility	locality	technicality	partiality	legality
	fatality	punctuality	vitality	facility	hostility
	nationality	criminality	fidelity	garrulity	rationality
	frivolity	frugality	morality	incredulity	originality
<b>ulate</b>	modulate	stimulation	manipulate	ejaculate	
	modulated	stimulated	manipulator	expostulate	
	insulate	stimulative	manipulation	regulate	
	✓insulated	speculate	populate	regulated	
	insulator	speculated	populated	regulator	
	insulation	speculator	population	regulation	
	formulate	speculation	articulate	matriculate	
	formulated	speculative	articulation	matriculated	
	emulate	stipulate	inarticulate	perambulate	
	emulative	stipulated	granulate	accumulate	
	emulation	✓stipulation	adulate	accumulation	
<b>tial</b>	judicial	beneficial	artificial	superficial	
	social	provincial	crucial	initial	
	substantial	credential	essential	circumstantial	
	martial	influential	partial	impartial	

bility	ability	nobility	advisability	affability	
	feasibility	inability	durability	reliability	
	plausibility	sensibility	legibility	✓respectability	
	stability	capability	acceptability	flexibility	
	divisibility	credibility	desirability	excitability	
	possibility	nobility	adaptability	visibility	
city	tenacity	✓audacity	vivacity	elasticity	rapacity
	capacity	felicity	pomposity	simplicity	ferocity
	incapacity	mendacity	complicity	sagacity	velocity
	veracity	publicity	opacity	precocity	animosity
	duplicity	loquacity	authenticity	obesity	atrocitv
	scarcity	electricity			
logy	analogy	physiology	ornithology	mythology	
logical	analogically	physiologically	phrenology	philology	
	geology	pathology	phrenologist	apology	
	geologist	pathologist	✓chronological	sociology	
	theologist	genealogically	tautology	sociologist	
	theologian	psychological	entomology	etymology	
	✓biology	biologist	entomologist	astrology	
rity	popularity	minority	regularity	disparity	integrity
	prosperity	singularity	irregularity	priority	charity
	maturity	angularity	familiarity	authority	seniority
	✓immaturity	solidarity	similarity	✓security	severity
	posterity	hilarity	sincerity	asperity	✓celebrity
	majority	celerity	temerity	futurity	alacrity
ification	specification	modification	✓indemnification	versification	
	qualification	edification	identification	fortification	
	unification	classification	notification	personification	
	verification	mollification	ratification	purification	
	gratification	mortification	pacification	✓justification	
	signification	clarification	certification		

<b>ograph</b>	lithograph	photographic	stenographer	topographic
	lithographed	phonograph	stenographic	biography
	lithography	phonographic	autograph	biographer
	lithographer	phonographer	autographed	hectograph
	photograph	phonography	autographic	mimeograph
	photographer	stenography	topography	
	geography	typography	typographic	

<b>egraph</b>	✓telegraph	telegraphic	telegraphed
	telegrapher	telegraphy	calligraphy

{ <b>gram</b> <b>grim</b>	monogram	phraseogram	anagram	lettergram
	cablegram	program	telegram	diagram
	✓epigram	pilgrim	radiogram	

<b>hood</b>	childhood	boyhood	hardihood	✓neighborhood	knighthood
	likelihood	girlhood	motherhood	livelihood	sisterhood
	womanhood	manhood	brotherhood	statehood	priesthood

<b>ward</b>	homeward	onward	northward	eastward	wayward
	downward	shoreward	southward	westward	heavenward

NOTE: In many words *ward* may be joined, as in *forward*, *towards*, *backward*, *afterward*, *upward*.

<b>ship</b>	friendship	partnership	fellowship	kinship
	workmanship	clerkship	township	penmanship
	✓hardship	steamship	ladyship	guardianship
	authorship	airship	lordship	leadership
	ownership	horsemanship	copartnership	censorship
	warship	scholarship	apprenticeship	championship ✓
	courtship			

<b>mental</b>	experimental	regimental	monumental	temperamental
	fundamental	ornamental	elemental	rudimental

<b>nity</b>	trinity	divinity	impunity	serenity	dignity
	✓vicinity	indignity	femininity	urbanity	vanity
	solemnity	affinity	humanity	Christianity	immunity
	fraternity	eternity	taciturnity		

<b>mity</b>	extremity	equanimity	sublimity	uniformity	✓ unanimity
	calamity	proximity	magnanimity	conformity	infirmity
<b>stic</b>	✓ elastic	scholastic	ecclesiastic	plastic	acoustic
	atheistic	artistic	drastic	pessimistic	rustic
	majestic	domestic	characteristic	agnostic	acrostic
	✓journalistic	sarcastic	statistics	fantastic	✓optimistic

### WRITING PRACTICE ON UNIT 32

- ✓ 1. The local periodical printed an article that fearlessly exposed the stock manipulations.
2. The identification of the sender of the telegrams has been made.
3. The radical section of the convention formulated a program of action that was not willingly indorsed by the entire population.
4. I doubt the advisability of any modification of the plans as stipulated in the specifications submitted to us.
5. It is a gratification to all teachers to receive neat specimens of penmanship from pupils.
6. The ability to do any form of tabulating is a valuable asset to a student.
7. You must have a card of identification before you can enter any steamship anchored in the neighborhood of the fortifications.
8. Many of the aliens have expostulated against this regulation.
9. I do not doubt his ability to move onward and progress, but I question the feasibility and possibility of the plan for self-improvement.
- ✓ 10. There is little likelihood of the partnership being dissolved.

Dear Sir:

We note from your letter of June 18 that you have not received the dividend check due on the five shares of cumulative preferred stock registered in your name.

This check was mailed by us in time to reach you on the proper date, and, as it has not been returned to us by the postal authorities, we assume that it has been lost in the mails. We have, therefore, arranged with our bank to stop payment on this check, and we shall send you a duplicate check within the next few days.

If, in the meantime, the original check should come into your hands, kindly notify us at once. Do not deposit it or attempt to cash it.

Yours truly,

Gentlemen:

We are permitted to ask you for information concerning the qualifications of John Smith & Company, of Mobile, to act as our agent in Louisiana.

Our interest in their financial affairs relates only to their ability to carry on an aggressive selling campaign with their own funds. We are particularly concerned with their moral responsibility, loyalty, and knowledge of modern merchandising

We thank you for your anticipated courtesy.

Yours very truly,

## UNIT 33

### INITIALS AND INTERSECTIONS

The lists of initials and intersections are comprehensive enough in the Manual to afford adequate drill.

### WRITING PRACTICE ON UNIT 33

1. Your shipment of January 5 was sent C.O.D. through an oversight.
2. Please fill out the enclosed order blank in order to get prompt service.
3. You should investigate the matter thoroughly in order to be able to give an intelligent opinion before the Chamber of Commerce.
4. I would like to have a full report of the meeting of the policyholders in order to prepare an article on the subject for the Associated Press.

5. It is said that the Union Pacific and Baltimore & Ohio will favor a change in the tariff on such shipments, but that the New York Central and the Michigan Central decline to consider any alteration.

✓6. I wish to call your attention to the date of the next meeting of the Board of Education.

7. It is absolutely necessary that the date for the meeting of the boards of managers of the different railroads be set definitely within the next week.

8. Please see that a bank draft for this amount in full is mailed to us in three or four days.

✓9. The order blank must be signed by the assistant general manager before the goods are shipped.

10. We received your price list by today's mail.

Dear Mr. Brown:

At a recent meeting of the Board of Directors of the Utica Chamber of Commerce, a resolution was passed indorsing the work of the American Red Cross and asking the president of the Chamber to make a strong appeal in its behalf.

As you know, the American Red Cross is our nation's foremost relief organization, and should have our support at all times.

I am making a special appeal to all our members. It would encourage the Red Cross if those of our members who have not already enrolled would promptly do so.

Perhaps you may be able to persuade a neighbor or friend to join. The dues are only a dollar a year.

Cordially yours,

## WRITING PRACTICE ON CHAPTER XI

1. The insurance commissioner stipulated that the fire underwriters demand that all the electric wires on the premises be properly insulated and that the performance of the work be superintended by a member of the firm awarded the contract.

2. The notification from the chairman of the committee has been forwarded.

3. Most of the warships are equipped with airships, which are used in locating enemy submarines.

4. The periodical contains an interesting chronicle of the achievements of medical science.

5. The student earns his livelihood by contributing articles on psychical research to this periodical.

6. The advisability of a modification of the classical course at this school was discussed at the meeting of the trustees.

7. There is a probability that a new curriculum will be formulated so as to stimulate scholarship.

8. When the steamship arrives at Kensington, Mr. Cunningham will send a cablegram, after its censorship by the Government.

9. Many of our local political parties advocate the ownership by the municipality of all public utilities.

10. Success and prosperity will attend your efforts if you pursue the study of this system of stenography energetically.

11. Tenacity of purpose and daily systematic drill are essential.

12. To become an expert and efficient stenographer, your memory must be trained to retain a great many words while writing others.

Dear Madam:

If you or any of your friends are going abroad this summer, you may be interested in the enclosed booklet describing the method by which the traveler may communicate quickly with his homeland.

It requires from six to nine days for a letter to reach Europe and as many more before the writer receives a reply. That is a long time to wait for news. Messages sent by wireless reach their destination in a few hours. The cost may be greatly reduced by using code to shorten the message.

It is a comfortable feeling to be in touch with your friends at all times. The code booklet explains our various methods of helping you accomplish this.

Yours truly,



✓ My dear Miss Holland:

Your letter of May 31 inquiring about an annuity insurance policy has been referred to me.

The enclosed booklet will give you a brief description of the policy about which you ask. You will see that for every thousand dollars deposited by you a yearly income of \$73.23 will be paid for life, commencing one year from date of deposit. If you are not especially interested in an immediate income, the deferred annuity will be more advantageous.

I shall be glad to explain our different contracts to you in person without placing you under any obligation. I live near your home and could call at your convenience.

Sincerely yours,

✓ Dear Sir:

On referring to our prescription files we find that it is over two years since we made glasses for you from the formula prescribed by your oculist.

Your eyes are constantly undergoing a change that is so gradual that you are hardly aware of it. Since much of your efficiency, comfort, and happiness depends on good eyesight, this slight change should be carefully measured and the necessary adjustments made in your glasses.

Most of the serious eye troubles could be avoided by proper attention at regular intervals. Therefore, we advise that you have your oculist make a reexamination as soon as possible. We are sure this advice is timely and that you will not ignore it.

Respectfully yours,

## CHAPTER XII

The list of states, territories, and principal cities, together with the joined and disjoined terminations in writing names of cities, is exhaustive enough in the Manual to afford adequate drill.

### VOCABULARY DRILL

By SAMUEL HOFFMAN, A.B., LL.B., A.M.

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Vocabulary drill words are printed in italics. Every word of the vocabulary drill has been included in this chapter.

The *husband*, a *benevolent wholesale merchant*, was a man of *energy* and *iron will*. His *wife* was one year his *junior*. Both were *God-fearing* people who gave *abundant testimony* of their faith. With her *approval*, he gave *substantial Christmas gifts* to his *secretary*, *bookkeeper*, *salesmen*, *clerks*, and *subordinate messengers* who delivered *parcels* at his *warehouse*.

Since money was not *scarce* with them, as both had *independent* means, they could afford having the most *elaborate six-passenger automobile*, as well as enjoying the *luxury* of frequent *Atlantic trips*. If they missed any train connection, the *unavoidable delay* would *disappoint* and so *disturb* him as to make him almost *frantic*.

This rich couple found *comfort* in each other's *society*. They showed their *sympathy* in a *variety* of ways. Each would *assist* the other as a *consequence*. Their *doctrine* was to do *universal good*, to oppose

all religious *persecution*, to render as much *assistance* to the worthy as their *fortune* would permit, and to receive with *resignation* whatever fate had in store for them.

Of course, each had *faults*. These would at times cause some little *argument*, *disagreement*, and *likewise consequent criticism*. At the *conclusion* of a *significant silence*, they realized that they must *avoid* any more reference to any *conspicuous fault* or *specific weakness*.

To *occupy* their leisure, they would read *comparatively good English literature*. They would *compare distinguished* writers, and *discuss* the *distinct* merits of any *publication* with which they were *familiar*. Thus they *cultivated* their *literary* tastes. In all *probability*, as a *consequence* of the advancing age of this *glorious* couple, they would read only such *texts* as were printed in large type. Texts are printed in this style for the *accommodation* of young *pupils* who are now taught "sight reading" even before they know the *alphabet*.

The successful *merchant* said, "To *succeed*, it is *indispensable* that you *fulfill* all your duties, no matter what your *occupation* may be. Make it your *practice* to be *punctual*. Be neither too *familiar* nor too *curious*. Never let your *signature* appear on a *negotiable* note as an *accommodation* indorser. *Substitute* good will for ill feeling. Be ready to *inaugurate* reforms, and to *abandon* or *drop* *deceiving* methods." He *concluded*, "*Occupy* your time well, and *execute* or *prosecute* any task to its *obvious conclusion*."

As an *American citizen*, this *merchant* qualified as a *juryman* in a *negligence* case. He heard some *affidavits* read by the *attorneys* *connected* with the *plaintiff* and the *defendant*. He learned principles of law from the judge who had *jurisdiction* in this *civil litigation*. The jury was instructed not to be *partial*, and to show *independence* of judgment. They were not to *neglect* the *application* of the points of law that he had *emphasized*, and they were to weigh the evidence *accurately*. The judge *observed* that their *verdict* would decide *authoritatively* whether the *defendant* had been *negligent* or not.

At the *Ambassador Hotel* it was a *novelty* for the *merchant* to ride as a *passenger* in an *hydraulic* elevator operated by the pressure of water.

The *English* designate "elevators" as "lifts." A man who had *designated* the *Ambassador Hotel*, *located* on Main Street, as his *headquarters* for the *remainder* of the year had borrowed a large sum from the *merchant*. The man had many *testimonials* as to his character and financial ability. The *merchant* received from him an *abstract* of title, bonds, and *mortgage* note for the loan that he had *negotiated*.

*Subsequently*, the *merchant* was unable to collect the money to which he was *entitled*, for the debtor *defaulted* in making the required payment on the dates *specified* in the *mortgage* notes. The tenant on the *mortgaged* property was guilty of *misdemeanors* for his failure to comply with tenement house laws, and he also allowed the property to *degenerate*.

Because the legislature, *Congress*, our *legislative* body, had *legislated* to raise money, the *legislators*, with the help of *democrats*, overcame *all* *obstruction*, and passed the present income tax *legislation*.

The *husband* and *wife*, with the aid of much *bookkeeping*, learned their income for the past year, and paid their tax in accordance with that law. They hope to *celebrate* the day when there will be no more taxation resulting from war, and *likewise* we, too, hope to *celebrate* that great day when the world's *ambassadors* will affix their *signatures* to a treaty that really will *succeed* in establishing *universal* peace.









